2018-2019

MINUTES OF THE STAFF MEETING HELD ON SATURDAY 20th JUNE, 2018

The staff meeting of Vidya Prabodhini College of Commerce, Education, Computer and Management, was held on Saturday , i.e. 20th June, 2018 at 9:30 am. in the F.Y B.Com (A) classroom. The meeting was convened vide notice dated 19th June, 2018.

The Agenda for the meeting was as follows:

1. Confirmation of the minutes of the last meeting held on 5th May, 2018.
2. Admission for Academic Year 2018-19
3. T.Y.B.Com Result April, 2018
4. Queris and Clarification raised by NAAC.
5. Teaching Plans for Academic Year 2018-2019
6. Preperation for NAAC Peer team Visit
7. Preperation and delaration of F.Y.B.Com CBCS examination held in April / May, 2018
8. Plan of activities for the A.Y 2018-19
9. A.O.B.

The meeting was chaired by Dr. M.R. Patil, Principal. The following teaching staff members were present for the meeting.

1. Dr. M. R. Patil- PRINCIPAL
2. Dr. Sukhaji G. Naik- Vice Principal
3. Dr. Anil Thosare
4. Shri. Arun Marathe
5. Miss. Ujvala M Hanjunkar
6. Mr. Sunny Kanekar
7. Shri. Rudresh Mhamal
8. Mr. Sunny Pandhre
9. Ms. Santoshi Narvencar
10. Shri. Pinkesh Dhabolkar
11. Shri. Pankaj Shirodker
12. Shri. Darshan Gaonkar
13. Shri. Kedarnath Tadkod
14. Ms. Shamal Dessai
15. Dr. Sagar Mali
16. Shri. Uadhav V. Pol
17. Ms. Rama Murkunde
18. Dr. Manisha Kulkarni
19. Dr. Sangeeta Dessai
20. Dr. Sonali Sankhalwalkar
21. Shri. Gautam Gaude
22. Shri. Kalidas Mhamal
23. Shri. Kuldeep Kamat

AGENDUM 6: Preparation for NAAC Peer Team

The Principal requested all the NAAC committees to complete the assigned tasks for successful asseeement and accreditation of the college by end of the month July 2018.

AGENDUM 7: Preperation and delaration of F.Y.B.Com CBCS examination held in April / May, 2018

Shri. Arun R. Marathe, Chairperson, Examination Committee said that a result of special repeat Examination declared and also informed that F.Y.B.Com CBCS result will be declared in July, 2018. He informed that special repeat examination for First Year B.Com. students will be held in the month of August 2018.

AGENDUM 8: Plan of Activities

The Principal requested Faculy Member to plan for State Level / National Level workshop / seminar/ conference for the Academic Year 2018-19.

A.O.B

- Th Principal told mentoring scheme for all students will be effectively implemented from academic year 2018-19.
- Mr. Rudresh Mhamal told that NSS enrollment drive will begin in month of July, 2018
- The Principal informed about recruitment of faculty members for A.Y. 2018-19

Having no other item for discussion, the meeting concluded at 4.30 p.m. with thanks to the members present for the meeting.

Date: 21st June, 2018

(Dr. Sukhaji Naik)
VICE- PRINCIPAL

(Dr. M. R. Patil)
PRINCIPAL

Minutes Recorded & Compiled by: Ms. Ujvala Hanjunkar, Assistant Professor, Department of Commerce.

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NOTICE
(2018-19)
FACULTY

A meeting of Faculty members will be held on Wednesday i.e. 20th June, 2018 in F.Y.B.Com Div: A class room at 2.30 p.m. All the Faculty members are requested to attend the same. Agenda for the meeting is as follows:

1. Confirmation of the minutes of the last meeting held on 5th May, 2018.
2. Admissions for the A.Y. 2018-19
3. T.Y.B.Com Result April 2018.
4. Queries and Clarifications raised by NAAC.
5. Teaching plan for the A.Y.2018-19.
6. Preparation for NAAC Peer Team Visit.
7. Preparation and declaration of results of ~~Special Repeat~~ F.Y.B.Com (CBCS) examination held in April/May2018.
8. Plan of activities for the A.Y.2018-19
9. A.O.B

Date: 19th June, 2018

(Dr. M.R. Pahl)
PRINCIPAL

TEACHING STAFF

The following staff members were present for the staff meeting held on Wednesday 20th June 2018 at 2.30 pm in F.Y.B.Com A class

1) M.R. pahl.
2) Sulchaplank
3) Anu R Marathe
4) Sagar Mali
5) Ms Ujvala M. Hanjunkar
6) Santoshi Narvekar
7) Anil Thosane
8) Yogita Gaurs
9) Ms. Priya Goari
10) Mr Kuldeep D. Kamat
11) Ms Kama Muskunde
12) Kedarnath Gaud
13) Kalidas Mamal
14) Sunny R. Kanekar

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15) Dr. Sangeeta Dessai
16) Dr. Manisha V. Kuttarmani
17) Dr. Sonali Shankhwar
18) Sunny S. Pandhre
19) Pinkesh Shebulkar
20) Rudresh Mhamal
21) Pankaj Shirodkar
22) Shamal Dessai
23) Gautam Gaude
24) Darshan Gaonkar
25) Vaddhar Vijay Pol
26) Nitesh Naik
27) Jagruti S. Patkar

MINUTES OF THE STAFF MEETING HELD ON FRIDAY 27th JULY, 2018

The staff meeting of Vidya Prabodhini College of Commerce, Education, Computer and Management, was held on Friday, i.e. 27th July, 2018 at 2:30 p.m. in the F.Y B.Com (A) classroom. The meeting was convened vide notice dated 25th July, 2018.

The Agenda for the meeting was as follows:

1. Confirmation of the minutes of the last meeting held on 20th June, 2018.
2. NAAC: Criterion-wise records of uploaded documents and evidences.
3. NAAC: Preparation for Peer Team Visit.
    a. Teaching plan and Time Table
    b. Students related records
    c. Staff related records
    d. Exam related records
    e. Accounts related records
    f. Bio-metric and students feedback records
    g. Records of Alumni Association
    h. Records of PTA
    i. Records of Career Guidance and Placement
    j. Records of Sports and Culture Activities
    k. Records of NSS
    l. Records of Library
    m. Green House
4. Cleanliness and Maintenance of premises
5. Updating the College website
6. AOB.

The meeting was chaired by Dr. M.R. Patil, Principal. The following teaching staff members were present for the meeting.

1. Dr. M. R. Patil- Principal
2. Dr. Sukhaji G. Naik- Vice Principal
3. Dr. Ani Thosare
4. Shri. Arun Marathe
5. Shri. Nitesh Naik
6. Shri. Rudresh Mhamal
7. Shri. Pinkesh Dhabolkar
8. Shri. Pankaj Shirodker
9. Ms. Shamal Dessai

The Principal introduced the newly recruited Faculty Members. He said new Faculty members have joined the College during the Academic Year 2018-19.

1) Ms. Yogita Chodankar, Assistant Professor in Marathi (Regular Full-Time)
2) Mr. Darshan Kandolkar, Assistant Professor in Konkani (Regular Full-Time)
3) Mr. Dattaram Fale, Assistant Professor in History (Contract Basis)
4) Mr. Deepak Varak, Assistant Professor in Hindi (Contract Basis)
5) Ms. Ramashanti Naik, Assistant Professor in Commerce (Contract Basis- Leave Vacancy)
6) Mr. Keatan Jadhav, Assistant Professor in Performing Arts (Contract Basis)
7) Ms. Santoshi Narvecar, Assistant Professor in Environmental Studies (Lecture Basis)
8) Ms. Roopali Devarde, Assistant Professor in Geography (Lecture Basis)
9) Ms. Pallavi Ratwal, Assistant Professor in Commerce (Lecture Basis)
10) Ms. Neelam Solanki, Assistant Professor in Commerce (Lecture Basis)
11) Ms. Avina Kauthankar, Assistant Professor in Economics (Lecture Basis)
12) Ms. Rhythm Warik, Assistant Professor in Environmental Studies (Lecture Basis)
13) Ms. Ashwina Tari, Assistant Professor in Information Technology (Lecture Basis)
14) Ms. Krystle Miranda, Assistant Professor in Business Law (Lecture Basis)
15) Ms. Kavita Gawas, Assistant Professor in Marathi (Lecture Basis)
16) Ms. Jagruti Patkar, Assistant Professor in English (Lecture Basis)
17) Ms. Nikita Shriodkar, Assistant Professor in English (Lecture Basis)

AGENDUM 1: Confirmation of the Minutes.

Minutes of the meeting held on 20th June, 2018 were read by Shri. Sunny Pandhre and were tabled for confirmation. The Principal then opened the forum for discussion and asked the members present, whether they had any objections to the minutes recorded. Having received none, the minutes were put for vote and passed unanimously.

PROPOSED BY: Shri. Arun Marathe SECONDED BY: Shri. Rudresh Mhamal

AGENDUM 2: NAAC: Criterion-wise records of uploaded documents and evidences.

The Principal explained the whole process of Assessment and Accreditation by NAAC, Bangalore. He said that in the month of November, 2017 the College had submitted the IIQA to the NAAC office and in the first round only the IIQA was accepted by the NAAC office. The NAAC office informed the College that Self Study Report (SSR) must be submitted to NAAC office by the end of February, 2018. Accordingly, the College prepared the **Self Study Report** and submitted it online on 10th February, 2018. After submission of SSR, a fees of Rs. 1, 09,150/- (Rupees One Lakh Nine Thousand and One fifty Only) Plus Good and Services Tax i.e. 50 percent of NAAC fees was paid. The NAAC office on receipt of the SSR the report was verified and validated and allowed the College to opt out from some of the fields of their choice. Some doubts and clarifications were raised by NAAC. All the queries raised by the NAAC office were successfully answered by the College. He also thanked the

b) Students related records

The Principal requested Ms. Shamal Dessai, to take the responsibility of preparing a file related to Students' record. He informed that the file will contain data pertaining to name of the students, academic year in which they have taken admission to the College. The list should be prepared for every academic year and it should also contain details about gender, category and domicile details about each student. He said that two separate files for B.Com and B.A.B.Ed. Programme should be kept ready for the NAAC Peer Team.

c) Staff related records

The Principal told that Mr. Nitiesh D. Naik will work for preparing data pertaining to staff related records. He said that the data should include all the information pertaining to appointment of the Teaching and Non-teaching staff of the College. He said that the number of post sanctioned, academic approval from the Goa University, Goa, no-objection certificate Directorate of Higher Education, Government of Goa and reservation details all the information should be part of the file and the same file should be kept ready for the NAAC Peer Team.

d) Exam related records

The Principal informed the Faculty members that Mr. Arun Marathe and Mr. Uddhav Pol have already started working on the records pertaining to examination for the last six academic years. He said that soon a booklet pertaining to academic progress of the students who have studied in the College for the past five years will be prepared by the examination committee. He also told that notice pertaining to examination, committee orders, semester-wise consolidated results; Standard Operating Practices (SOP) should be covered under the exam related records.

e) Accounts related records

The Principal told that Mr. Kuldeep Kamat and Mr. Darshan Kandolkar, will be assisting the Accountant for keeping ready accounts related records. He informed that the records will include year wise audited statements of accounts of Prabodhan Education Society and the College, annual budget for the last five years and information pertaining to software used by the accountant for preparing and maintaining the accounts. He also told that Salary register and records pertaining to the payment made to the Contract basis and Lecture Basis Teachers are also required. In addition to the above information invoices of the assets purchased, updated stock register, dead stock register, details of record of scrap sold and amount recovered and an order pertaining to Purchase Committee also needs to be finalised by the College.

Vidya Prabodhini College of Commerce, Education, Computer & Management * Vidyanagar, Parvari Goa

[illegible] Records of Library

[illegible] requested Mr. Nitesh Nisik to prepare files relating to the records of the library. [illegible] information which should be part of the library must include number of [illegible], number of journals, number of periodicals, files containing copies of the syllabus, [illegible] number of students and staff visiting the library and list of services rendered [illegible]. Mr. Prashant Vikamal requested the Principal to request Faculty members to [illegible] when the Faculty Members visit the Library. Mr. Nitesh Nisik suggested that [illegible] recording machine should be installed at the library for registering the [illegible] Staff and Students visiting the library.

[illegible] Green House

[illegible] Principal informed the Faculty Members that the work of creating a green house for [illegible] is in progress and it will be completed by 20th August, 2018. He said that [illegible] College needs to be appreciated for the activities which the club has [illegible] during last six academic years. The Principal congratulated Dr. Sukhaji G. Nisik [illegible] actively worked for developing a green and environmental friendly College [illegible]. He also appreciated the efforts of Dr. Sukhaji G.Nisik for taking lead and [illegible] the work of painting the entire College building.

[illegible] Record of Information and Communication Lab

[illegible] requested Dr. Vinodha Kulkarni to inform Mr. Ashley Nisik about records to be [illegible] in the ICT Lab. He said that the details about the list of names of the students [illegible] the ICT lab, policy pertaining to the use of ICT lab, list of electronic equipments kept [illegible] lab and services provided by the ICT Lab should be filed as a part of [illegible] for the NAAC Peer Team. He also said that ICT lab can also prepare a booklet [illegible] information about the ICT lab and its standard operating practices.

[illegible] Cleanliness and Maintenance of premises

[illegible] informed the Faculty members that the entire College building, area around all [illegible] of the College and also the playground needs to be cleaned before the visit of the [illegible] Peer Team. He said that all the lime floors and the roofs of the building also need to be cleaned. Dr. Sukhaji G. Nisik and Mr. Arun Vinodha said that they will take up the responsibility of cleaning the entire College building plus the area around the college building. Mr. Prashant Vikamal suggested that the NSS unit of the College is planning to organise a day camp for collected NSS Volunteers which is most likely to be scheduled on Tuesday 28th August, 2018. He also requested the Faculty Members to be part of the one day camp. The Principal said that the work of cleaning the entire College campus should be taken on priority basis and requested all the Faculty Members to identify the places which need to be cleaned and start with cleanliness drive through self initiative.

8) He requested Mr. Kedarnath Tadkod to finalize the minutes of the IQAC meeting held during the academic year 2015-16 and 2016-17 and submit the file to the College Office.
9) He requested the Teachers not to carry their mobile phones to the classroom and help the College to have healthy academic environment in the College.

Having no other item for discussion, the meeting concluded at 5.00 p.m. with thanks to the Faculty members present for the meeting.

Date: 28th July, 2018.

(Dr. Sukhaji G.Naik)
VICE-PRINCIPAL

(Dr. M.R Patil)
PRINCIPAL

Minutes Recorded & Complied by: Shri. Sunny S. Pandhre, Assistant Professor in Commerce, Department of Commerce, Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidya Nagar, Alto- Parvari, Goa.

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NOTICE
FACULTY (2018-19)
NAAC
(Important)

A meeting of Faculty members will be held on Friday i.e. 27th July, 2018 in F.Y.B.Com Div: A class room at 2.30 p.m. All the Faculty members are requested to attend the important meeting pertaining to NAAC Assessment and Accreditation. Agenda for the meeting is as follows:

1. Confirmation of the minutes of the last meeting held on 20th June, 2018.
2. NAAC: Criterion-wise records of uploaded documents and evidences.
3. NAAC: Preparation for Peer Team Visit .

a. Teaching plan and Time Table.
b. Students related records.
c. Staff related records.
d. Exam related records.
e. Accounts related records.
f. Bio-metric and students feedback records.
g. Records of Alumni Association.
h. Records of PTA.
i. Records of Career guidance and placement.
j. Records of sports and culture activites.
k. Records of NSS.
l. Records of Library.
m. Green House.

4. Cleanliness and Maintenance of premises.
5. Updating the College website.
6. A.O.B

Date: 25th July, 2018

Vidya Prabodhini College of Commerce, Education, Computer & Management * Vidyanagar, Panvel Goa

(Dr.M.R.Patil)
PRINCIPAL

The following staff members were present for the staff meeting held on Friday, 27th July, 2018 at 2.30 p.m. in F.Y.B.com'A' Class.

1) Dr. M. R. Patil
2) Dr Sutkaji Naik
3) Mr Arun R Marathe
4) Mr. Nitesh Naik
5) Mr. Pinkesh Dhabolkar
6) Mr. Rudresh Mharal

7) Pankaj shirodker
8) shamal Dessai
9) Dr. Gauri Shankhalkar
10) Dr. Sangeeta Dessai
11) Ms. Priya Gosavi
12) Ms. Avina Kauthankar
13) pallavi Ratwal
14) Nikita shirodkar
15) Ramashanti .A. Naik
16) Keatan Jadhav
17) Sunny S. Pandhre
18) Krystle Miranda
19) Darshan Cuonkar
20) Santoshi Narvencar
21) Kedarnath Tadkod
22) Datharam Fale
23) Rama Muskunde
24) Yogita Gauns
25) Roopali Devarde
26) Darshan Kandolkar
27) Kuldeep A. Kamat
28) Shri- Vaddhav Vijay Pol
29) Dr. Sagar P. Mali
30) Mr. Gautam Gaude
31) Dr. Anil Thosare
32) Mr. Sunny R. Kanekar
33) Mr. Deepak .P. Varak
34) Ms. Rhythm Warik
35) Dr. Manisha V. Kulkarni
36) Mr. Kalidas M. Mhamal

MINUTES OF THE STAFF MEETING HELD ON WEDNESDAY 10th OCTOBER, 2018

The staff meeting of Vidya Prabodhini College of Commerce, Education, Computer and Management, was held on Friday, i.e. 10th October, 2018 at 3:30 p.m. in the F.Y B.Com (A) classroom. The meeting was convened vide notice dated 8th October, 2018.

The Agenda for the meeting was as follows:

1. Confirmation of the minutes of the last meeting held on 27th July, 2018.
2. NAAC Assessment score sheet and Peer Team Evaluation report.
3. IQAC and Submission of Annual Quality Assurance Report (AQAR)
4. Post Accreditation preparation for second cycle.
5. ISA Marksheet (Sem I, III, V and Sem VII).
6. Conduct of F.Y/S.Y/T.Y. Semester End Examination, Sem I/III/V and Fourth Year B.A.B.Ed Semester VII
7. Student Feedback.
8. NIRF (National Institutional Ranking Framework) Registration.
9. Saraswati Pooja on 16th and 17th October, 2018.
10. Project work paper.
11. Attendance.
12. Result of Semester I and II repeat Exam under CBCS.
13. Certificate and Add on Courses.
14. A.O.B

The meeting was chaired by Dr. M.R. Patil, Principal. The following teaching staff members were present for the meeting.

1. Dr. M. R. Patil- Principal
2. Dr. Sukhaji G. Naik- Vice Principal
3. Dr. Anil Thosare
4. Shri. Arun Marathe
5. Shri. Nitesh Naik
6. Shri. Rudresh Mhamal
7. Shri. Pinkesh Dhabolkar
8. Shri. Pankaj Shirodker
9. Ms. Shamal Dessai
10. Dr. Sangeeta Dessai
11. Ms. Priya Gosavi
12. Ms. Avina Kauthankar
13. Ms. Pallavi Ratwal
14. Ms. Nikita Shirodkar
15. Ms. Ramashanti Naik
16. Shri. Keatan Jadhav
17. Shri. Sunny Pandhre
18. Ms. Krystle Miranda

19. Shri.Darshan Gaonkar
20. Ms. Santoshi Narvencar
21. Shri. Rama Murkunde
22. Ms. Yogita Gauns
23. Ms. Roopali Devarde
24. Shri. Darshan Kandolkar
25. Shri. Kuldeep Kamat
26. Shri. Uddhav Pol
27. Dr. Sagar Mali
28. Shri. Gautam Gaude
29. Shri. Sunny Kanekar
30. Shri. Deepak Varak
31. Ms Rhythm Warik
32. Dr. Manisha Kulkarni
33. Shri. Kalidas Mhamal
34. Dr. Prasad Gurao
35. Dr. Sonali Shankwalkar
36. Ms. Jagruti Patkar
37. Ms. Yogita Chodankar
38. Ms. Avina Kauthankar
39. Mrs. Kavita Gawas
40. Mr. Rahul Gawas

At the outset, the Principal, Dr. M. R Patil, welcomed the staff members for the meeting and placed on record appreciations to all the staff for the successful completion of all the duties and tasks during the NAAC Peer Team visit to the College.

He told that the College is accredited by NAAC with 2.73 Score out of 4 and is awarded with B+ grade on a seven point scale rating. He also told that this College is the first College in the State of Goa accredited under the New Guidelines of NAAC. He placed on record his gratitude to the Management members of Prabodhan Education Society for their full support and guidance during the assessment and accreditation process by NAAC. He also placed on record appreciations to the Vice Principal, Teachers, Non-Teaching Staff, Parents, Students and other Stakeholders for their support during the NAAC assessment and accreditation process. The Principal introduced the newly recruited Faculty Member Dr. Prasad Gurao, Assistant Professor in Education.

AGENDUM 1: Confirmation of the Minutes.

Minutes of the meeting held on 27th July, 2018 were read by Shri. Sunny Pandhre and were tabled for confirmation. The Principal then opened the forum for discussion and asked the members present, whether they had any objections to the minutes recorded. Having received none, the minutes were put for vote and passed unanimously.

PROPOSED BY: Ms. Shamal Dessai SECONDED BY: Shri. Darshan Gaonkar

AGENDUM 2: NAAC Assessment score sheet and Peer Team Evaluation report.

The Principal told the staff members that a score sheet indicating the performance of all the seven criterias' is sent by the NAAC. He requested each criteria convenor to go through the score sheet and also have a meeting to discuss the performance of the criteria and list out the limitations, if any. He also informed that after the deliberation and discussion of the criteria committees, a meeting with the Management will be held to discuss both qualitative and quantitative results of first Cycle Assessment and Accreditation by NAAC in the Month of November, 2018.The Principal also told that a new order with names of newly joined Faculty Members for the second cycle of NAAC will be issued and the members of all Seven Criteria are requested to start discussion about things that need improvement while going for the second cycle of Assessment and Accreditation by NAAC.

AGENDUM 3: IQAC and Submission of Annual Quality Assurance Report (AQAR)

The Principal informed the faculty members that after completion of first Cycle of NAAC, every academic year staring from the current academic year the IQAC has to submit Annual Quality Assurance Report (AQAR) to NAAC. The copy of the report must be prepared by and uploaded on NAAC portal and on the College website. He told that from 26th September, 2018, the date of declaration of result by NAAC office, the next five years of the second cycle begins. Mr. Pinkesh Dhabolkar requested the Principal to strengthen the IQAC of the College. He said that IQAC should be actively working for planning, suggesting and implementation of quality initiatives in the College. The Principal told that IQAC members have a major role in preparing AQAR for every academic year. He also said that if the College fails to upload even a single report of AQAR on the portal or on website, then the NAAC process will be delayed accordingly.

AGENDUM 4: Post Accreditation preparation for the second cycle

The Principal informed the faculty members that Management has decided to make some department for the academic growth and development of the College. He said that first round of discussion with some senior teachers of some subjects are already held and accordingly the faculty members are requested to present a road map for the department for the academic year 2018-19 till the end of October 2018. He also informed that a long term plan for next five years is also to be prepared and work should begin at the earliest. He requested all the faculty members to start writing at least two quality research papers per year. He also told to try publishing research papers in University News. The Principal informed the faculty members that the College has already applied for recognized under Section 12(B) of the University Grants Commission Act 1956. He said that once the College gets recognized then Faculty members can apply for UGC Major/Minor Research Projects and avail benefit of other schemes of UGC.

AGENDUM 5: ISA Mark sheets (Semester I, III, V and VII)

The Principal requested Mr. Arun R. Marathe to tell about the submission of ISA marks to the College examination committee. Mr. Arun R. Marathe told that the last day to submit the marks to the College examination committee is 14th October, 2018. He requested all the members to help the College examination committee to submit the marks on the given date so that ISA defaulters can be identified Accordingly, student is informed that if any one does not answer ISA then that student cannot appear for the semester end exam paper of the subject. The Principal also told that both B.Com and B.A.B.Ed classes will go on till 16th October, 2018.

AGENDUM 6: F.Y./S.Y./T.Y. Semester I/III/V and Fourth Year B.A.B.Ed. Semester VII and Semester VI Repeat Examination Oct/Nov 2018

Mr. Arun R. Marathe, Chairperson of the College examination committee told that most of the papers of odd semester end examination will start from 19th October, 2018 and the last paper will be on 14th December, 2018. He informed that a supervisor chart for the entire examination will be prepared and displayed on the staff notice board and the faculty members are requested to kindly take note and accordingly help for smooth conduct of the semester end examination. The Principal informed that Mr. Rudresh U. Mhamal and Dr. Sukhaji G. Naik will be Senior Supervisors for F.Y/S.Y. B.Com and T.Y.B.Com regular and repeat examination respectively. Mr. Kedarnath S. Tadkod and Dr. Anil T. Thosare will be the Senior Supervisors for F.Y./S.Y. B.A.B.Ed and T.Y./Fourth Year B.A.B.Ed respectively. Mr. Rudresh U. Mhamal requested Mr. Arun R. Marathe to conduct an Orientation for all the Junior Supervisors. Mr. Arun R. Marathe requested all the faculty members to collect the answer papers on the same day after the paper is answered by the students. He said that if the papers are submitted on time then results will be declared in the month of December 2018.

AGENDUM 7: Student Feedback

The Principal requested the Faculty Members to inform all the students to visit the ICT lab of the College and fill the online feedback form. He said that the feedback is an integral part of the teaching learning and evaluation system and each and every student has to give suggestions for improvement of teaching learning process.

AGENDUM 8: National Institutional Ranking Framework (NIRF) Registration

The Principal said that the College has applied for getting NIRF ranking and the registration process is already completed. The administrative staff of the College is in the process of uploading the required data on the NIRF portal. He requested faculty members to help and guide the administrative staff in completing the application submission process.

AGENDUM 9: Saraswati Pooja on 16th and 17th October, 2018

The Principal told that on 16th and 17th October, 2018 Saraswati Pooja will be held in Vidya Prabodhini Educational Complex. He said that various committees are being constituted for successful organisation of the pooja. He requested all the faculty members to work in the respective committees and complete the assigned task. He also informed that a contribution of Rs 50/- per staff and Rs 10/- per student is to be collected and handover to the Accounts Committee of Pooja. All the class teachers were told to collect money from the students of their classes and submit the same to Ms. Rama Murkunde (B.Com staff and Students) and Mr. Kedarnath Tadkod (B.A.B.Ed staff and students.)

AGENDUM 10: Project Work

The Principal said that project paper is an important component of the third year syllabus. He said that the process of student registration and finalization of the title is completed. He requested all the Project guides to instruct the students to work in the vacation and complete the project work by 31st January, 2019.

AGENDUM 11: Student Attendance

The Vice Principal that the attendance monitoring committee and class teachers should work with full responsibility He instructed that consolidated attendance sheet of the month must be ready on the first day of the next month. He said that if the processing of attendance data and identifying students with less attendance if not done then students are not attending classes. He said that the students having less than 75 or 80 percent attendance for a month should be given a warning letter and his or her parent or guardian should be informed to visit the college to meet the attendance committee members and class teacher along with the students. The Principal requested the members of attendance monitoring committee to work effectively and requested all the faculty members to help in timely submission of attendance records of the students by end of the month end. Mr. Arun R. Marathe told that software for recording every day attendance is already designed and soon the College should implement it. Mr. Pankaj P. Shirodker requested the faculty members to submit justification of attendance for students who are deputed for various events and competition. He said that the attendance justification form is available with Mr. Siddhesh R. Naik in the office.

AGENDUM 12: Result of Semester I and II Special Repeat Exam under CBCS

Mr. Arun R. Marathe informed that the result of the Special repeat exam is finalized and it will be declared soon.

AGENDUM 13: Certificate and Add on Courses

The Principal requested the faculty members to plan and also start certificate and add on courses for students and other stakeholders.

A.O. B.

The Principal requested the Faculty members to provide valuable suggestions for improvement. The following suggestions are made by the Faculty members:

1) Mr. Rudresh U. Mhamal informed that the NSS Special Camp will be held from 8th to 14th November, 2018 at R. D. Khalap High School, Mandre, Pedne Goa.

2) Dr. Sagar Mali informed that five faculty members will be attending 102nd Orientation Programme at UGC-HRDC of Goa University, Goa from 13th November to 10th December, 2018.

3) Dr. Sukhaji G. Naik suggested that one month before the commencement of examination, students should not be allowed to participate in cultural events, to which Mr. Kuldeep Kamat suggested that there should be a policy decision taken and informed to all the staff members.

4) The Principal told the teachers that all must wear id-cards in the College. He said that decent dress code must be maintained and all the teachers must be present for the morning assembly.

5) The Principal also said that if the Faculty member is not able to come to the College due to some unavoidable circumstances the teacher should inform either Principal/Vice-Principal/Office. If a faculty member wants to go outside the College during working hours then he or she should write in the movement register kept in the Office.

Having no other item for discussion, the meeting concluded at 5.00 p.m. with thanks to the Faculty members present for the meeting.

Date: 11th October, 2018.

Vidya Prabodhini College of Commerce, Education, Computer & Management * Vidya Nagar, Parvari (Goa)

(Dr. Sukhaji G.Naik)
VICE-PRINCIPAL

(Dr. M.R.Patil)
PRINCIPAL

Minutes Recorded & Compil\ed by: Shri. Sunny S. Pandhre, Assistant Professor in Commerce, Department of Commerce, Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidya Nagar, Alto- Parvari, Goa.

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NOTICE
(2018-19)
(Teaching Faculty)

A meeting of Faculty members will be held on Wednesday i.e. **10th October, 2018** in F.Y.B.Com Div: A class room at **3.00 p.m.** All the Faculty members are requested to attend the same.

Agenda for the meeting is as under:

1. Confirmation of the minutes of the last meeting held on 29th July, 2018.
2. NAAC Assessment score sheet and Peer Team Evaluation report.
3. IQAC and Submission of Annual Quality Assurance Report (AQAR) .
4. Post Accreditation preparation for second cycle.
5. ISA Marksheet (Sem I, III, V and Sem VII).
6. Conduct of F.Y/S.Y/T.Y. Semester End Examination, Sem I/III/V and Fourth Year B.A.B.Ed Semester VII
7. Student Feedback.
8. NIRF (National Institutional Ranking Framework) Registration.
9. Saraswati Pooja on 16th and 17th October, 2018.
10. Project work paper.
11. Attendance.
12. Result of Semester I and II repeat Exam under CBCS.
13. Certificate and Add on Courses.
14. A.O.B.

Date: 08th October, 2018

Vidya Prasarini Sabha's College of Commerce, Education, Computer & Management Studies, Vidyanagar, Parel-Goa

(Dr. M.R Patil).
PRINCIPAL

The following staff members were present for the staff meeting held on Wednesday, 10th October, 2018 at 3.00 p.m. in F.Y.B.Com. 'A' Class.

1) Dr. M. R Patil
2) Dr Sulchana Naik
3) Dr. Sonali Shanbhag
4) Mr. Gautam Gaude
5) Dr. Anil Thosare
6) Mr. Vaddhav Vijay Pol
7) Dr. Prasad S. Gurao.

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8) Mr. Sagar P. Mali
9) Mr. Rahul T. Gawas
10) Mr. Darshan S. Kandolkar
11) Mrs. Kavita A. Gawas
12) Mr. Deepak P. Varak
13) Keatan Jadhav
14) Kalidas Mhamal
15) Rudresh Mhamal
16) Pinkesh Dhabolkar
17) Yogita CHODANKAR
18) Ramashanti Naik
19) SANTOSHI NARVENCAR
20) Darshan Naoncar
21) Ms. Shamal Dessai
22) Arun R. Marathe
23) Dr. Manisha V. Kulkarni
30) Sunny S. Pandhre
31) Pankaj shirodker
32) Mr. Priya Gosavi
33) Ms. Avina Kauthankar
34) Ms. Nikita Shirodkar
35) Roopali V. Devorde
36) Ms. Yogita Gaunas
37) Mr. Kuldeep A. Kamat
38) Dr. Sangeeta Dessai
40) Jagruti S. Patkar
41) Nizam Naik

MINUTES OF THE JOINT STAFF MEETING HELD ON SATURDAY 3RD NOVEMBER 2018

The JOINT STAFF meeting of Vidya Prabodhini College of Commerce, Education, Computer and Management, was held on Saturday, i.e. 3rd November 2018 at 9.00 a.m. at the F.Y.B.Com Div:A classroom. The meeting was convened vide notice dated 25th October 2018.

The following members were present for the meeting:

The Core Agenda for the meeting was to take a critical review of the performance of the college in the seven criteria of NAAC Assessment and Accreditation (1st cycle) and draw an action plan for the second cycle Assessment and Accreditation by NAAC (September 2023)

At the outset, the principal welcomed Shri Pednekar, Joint Secretary, Vidya Prabodhini College of Commerce, Education, Computer and Management. The Principal placed on record, on behalf of all staff members, gratitutde to Shri Pednekar for his contribution towards NAAC. He further informed that the Joint Staff meeting was convened to critically review the NAAC report and meticulously examine the grade/scores obtained in each criteria.

Shri Pednekar requested the staff to prepare an action plan for the second cycle of NAAC due in September 2023. He congratulated the staff for the highest percentage achieved by the college amongst the three colleges in Goa that underwent the NAAC process. However, he voiced a need to improvise over the score, especially, in areas with low scoring.

The main agenda of the meeting that is to examine the NAAC report was then taken up for discussion.

Criteria 1:

Shri Pednekar sir noted the following aspects for being assigned low score:

1. Though college was 100% ICT enabled, full score was not given.
2. The college had given admission to students belonging to reserved category as per the prescribed criteria however the marks scored were 2/3.
3. For Certificate courses zero marks were scored.

Certain measures were suggested by Shri Pednekar sir to liquidate the low scoring aspects.

- Certain short term courses like front office management could be introduced wherein MOU with Institute of Hotel Management could be signed.
- Art related courses to be undertaken.
- Drafting of books of accounts course/workshop to be introduced.
- Need for skill based courses was emphasized.
- A request was made to Dr Anil Thosare to conduct a workshop on question paper setting and assessment.

Vidya Prabodhini College of Commerce, Education, Computer & Management, Vidyanagar, Parvari Goa

- It was emphasized that these courses were required for both B.Com and BA.BED.

The issue of placement was then taken up for discussion by Shri D.P Pednekar. In this regard he highlighted the following:

a) A need to place the outgoing BA.BEd students (academic Year 18-19) in reputed institutions. He requested the faculty members to take up this initiative.
b) An alumni register to be maintained systematically.

For effective delivery of curriculum, he re-emphasized the need for skill based courses. He also mentioned that a meticulous record of the activity of the students and subsequent newspaper report pertaining to the respective activity has to be put in place. In this regard, Mr Kuldeep Kamat suggested inviting press personnel for functions conducted by the college.

Criteria 2

The following aspects were pointed out by Shri D.P. Pednekar

a) **Reservation of students** for B.Com course wherein a zero was obtained in spite of fulfilling the criteria requirement.
b) Regarding **Ph.d. qualified teachers,** zero score was given. A clarification was provided by Mr Arun Marathe that in the period of assessment only two faculty members had obtained Ph.D. Shri Pednekar then requested faculty members to strive to obtain a Ph.D degree within the next four years.
c) **Mentoring system** to be effectively monitored. Remedially/coaching classes record to be maintained and time table of the same to be reflected in the college website.
d) He re-emphasized the need for **maintaining alumni register** and monitoring.
e) **Creativity in teaching** examined for obtaining less score, in spite of faculty adopting innovative teaching methods like story-telling, videos and dramatization.
f) The issue of **Continuous Internal Evaluation (CIE)** to be revised wherein in addition to ISA a unit test and a mid-term test to be incorporated.
g) Also the questions of various types like objective, short answers, essay type have to be included.
h) An effective mechanism of evaluation has to be drawn.
i) A **record of meritorious students** to be maintained.
j) A **mechanism for slow learners** and **fast learners** to be developed.

Criteria 3

The following points were indicated by Shri D.P. Pednekar

a) **Research** to be strengthened.
b) Organize **National** and **International seminar** minimum one per year.

c) A **workshop on RTI** to be conducted.

d) Increase number of **quality publications** by the faculty.

e) **A record of Extension activities** to be maintained- for NSS camps, a letter from concerned authority and due publicizing to be done.

f) **Ensure 100% student participation** in **extra-curricular activities** to the extent of minimum one activity for a student per year.

g) Faculty has to be made **aware of IPR**. In this regard Shri Pednekar suggested that a MOU could be signed with V.M.Salgaocar College of Law wherein experts in the field of IPR could be invited to conduct workshops.

h) ***Saunskarmay Sikshan*** to be emphasized in core values.

Criteria 4

The following issues were discussed by Shri Pednekar:

a) **Low score for ICT** in spite of having 100% use of smartboards and computers.

b) **Membership of National Digital Library** was taken up. Mr Nitesh Naik, clarified that a procedure had been initiated and the membership would be duly completed. Shri D.P. Pednekar made a request to **register with other digital libraries**. The need to increase the number of rare books was also highlighted. Mr Kuldeep Kamat suggested that a request could be made to the scholars to donate rare books. Shri Pednekar reinforced the idea of digitizing the library. Mr Nitesh Naik suggested that this could be achieved by bar coding the student library card. To improve the usage of library resources, Mr Nitesh Naik said that a biometric system for inflow of users was introduced.

c) **Monitoring and cleaning of washroom** required.

d) **The need for a separate building for the college**. Shri Pednekar said this was not possible due to shortage of funds.

Criteria 5

The below mentioned points were discussed by Shri Pednekar:

a) The **lead in extra-curricular activity** was noteworthy.

b) **The alumni rapport was not strong**. Need for alumni enrollment and also contribution for college.

c) The **members of student committee** to be **included in other committees** like sports, disciplinary and other relevant committees. In this regard, a proper record has to be maintained.

d) **Capacity building activities** to be increased to at least two per year.

e) The requirement of statistics pertaining to career guidance and placement.

f) To focus on vocational education and training like teacher training and CA training.

Criteria 6.

The following aspects were discussed by Shri Pednekar;

a) The percentage of faculty attending professional development being low.
b) The need for effective implementation and transparency in the internal and external audit.
c) The streamlining and developing of strategies of mobilization of additional funds for the development of the college.
d) The need for training of the clerical staff of the college.
e) IQAC to be systematically developed. Four meetings to be held per year and record of suggestion and action taken to be maintained.

Criteria 7

The following points were highlighted;

a) The distinct qualities and core values of the college were appreciated.
b) The need for making the college more disabled friendly especially the need for construction of elevator was highlighted.

SWOC ANALYSIS

1. Shri Pednekar listed the various **strengths** of the college mentioned in the NAAC report like green landscaping, achievement in sports, pass percentage of students and quality of faculty members.
2. The following **weaknesses** mentioned in the report were highlighted for examination by Shri Pednekar;
    a. Student support for progression being limited.
    b. Number of students taking up higher education being low. In this regard, Shri D.P. Pednekar requested the faculty to motivate and orient students to pursue higher education.
    c. Capacity building training being absent. Shri Pednekar suggested that short term course could be undertaken to overcome this lacuna.
    d. The demand ratio being low.
    e. Lack of **life skills** and other skill based courses. In this regard Shri D.P. Pednekar sir suggested that a minimum of one such course per year could be held for each program.
    f. Inadequate playground.
    g. Students not figuring in the rank list.
3. The following **opportunities** were identified:
    a) Starting of new courses like M.Ed./MA (Education) being more flexible.
    b) Encourage faculty and students to take active part in courses.
    c) Introduce a non-core subject.

d) Placement of students.

e) Scope for expansion of infrastructural facilities. Shri D.P. Pednekar Sir informed that construction of elevator and hostel is planned.

f) Introduction of BBA and Mcom courses.

g) To introduce internship for B.com students.

4. The following **Challenges** were identified:

a. To orient faculty towards research activities.Shri Pednekar suggested that faculty have to publish at least two research papers per year. Mr Pinkesh Dabholkar expressed his reservation to this suggestion and pointed that since it takes a minimum of one year to get a research paper published in a peer reviewed journal it would not be possible to publish two papers per year.

b. To strengthen the alumni association Shri Pednekar urged the faculty members to make it more active.

The recommendations of the NAAC committee were then taken up for discussion.

a) Faculty with Ph.D to apply for research projects. The Principal requested the faculty to refer to the UGC website to avail of the research grants and apply accordingly.

b) To orient the faculty towards research activities, Shri Pednekar suggested to conduct orientation programs and trainings. Also, a national level seminar/workshop to be conducted.

c) Measures to computerize library operation. To this Mr Nitesh Naik informed that this was already undertaken.

d) As regards feedback system, Shri Pednekar suggested that feedback from all the stakeholders be obtained. In addition an analysis of the feedback and identification of areas for improvement in the case of student feedback to be informed to the concerned faculty member.

e) Shri Pednekar sir stated that the college should encourage debates, mock tests and online testing for examination. Mr Ashay Naik suggested that on an experimental basis evaluation via Moodle could be undertaken.

f) To focus on ranks as the pass percentage of the students was high.

g) As regards the requirements of seminar hall, Shri Pednekar inquired about further additions to be made to the seminar hall.

h) Regarding encouragement of students for scholarship, Shri Pednekar suggested that a scholarship cell could be constituted.

In conclusion, Shri Pednekar pointed out certain aspects of the NAAC report that could be challenged/contested/reconsidered.

- The score for the reservation policy for the admission of students.

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- The average percentage of full time teachers with Ph.D (zero assigned a least one point to be scored).
- Average expenditure on books at least one point could be scored.

Certain general suggestion were given by Shri Pednekar for improving the NAAC score'

a) Proposal to be sent to UGC for seminar on IQAC.
b) A systematic audit of solar energy, renewable alternative energy consumption has to be done.
c) Expenditure on waste management to be audited.
d) A representation of the arrears to be challenged in the NAAC report to be made,
e) The development of IQAC as crucial for the growth of the college.
f) Mr Kuldeep Kamat suggested that the syllabus and curriculum development for BA.BEd could be undertaken in consultation with Chowgule College, Margao since the college had an MOU in place.
g) To include the Convenors of each criteria of NAAC (2018-2023) as the member of the IQAC.

The meeting ended with the felicitation of the various contractors of painting, electrical and pasteboards for having worked selflessly towards the upgradation of the college infrastructure.

Date: 3 November 2018

(Dr. Sukbaji Naik)
VICE- PRINCIPAL

Vidya Prabodhini College of Commerce, Education, Computer & Management * Vidyanagar, Parvari Goa

(Dr. M. R. Patil)
PRINCIPAL

Minutes Recorded & Compiled by: Dr. Sangeeta Dessai, Assistant Professor in English (B.A.B.Ed)

MINUTES OF THE STAFF MEETING HELD ON WEDNESDAY 04th DECEMBER, 2018

The staff meeting of Vidya Prabodhini College of Commerce, Education, Computer and Management, was held on Tuesday, i.e. 04th December, 2018 at 2:30 p.m. in the F.Y B.Com (A) classroom. The meeting was convened vide notice dated 26th November, 2018.

The Agenda for the meeting was as follows:

1. Confirmation of the minutes of the last meeting held on 10th October, 2018.
2. Result preparation of Semester I & III of F.Y. /S.Y. B.Com./B.A.B.Ed. Exam held during October/November, 2018 along with Repeat Results.
3. UGC Financial Assistance schemes.
4. National Institutional Ranking Framework (NIRF).
5. IQAC and submission of AQAR.
6. NAAC preparation for second cycle 2018-2023
7. Workshop and Seminars
8. Certificate and Add on Courses.
9. T.Y.B.Com/T.Y.B.A.Ed Project Paper
10. Swachhatam Mahavidyala Samman Committee visit.
11. A.O.B.

The meeting was chaired by Dr. M.R. Patil, Principal. The following teaching staff members were present for the meeting.

1. Dr. M. R. Patil- Principal
2. Dr. Sukhaji G. Naik- Vice Principal
3. Dr. Anil Thosare
4. Shri. Arun Marathe
5. Shri. Nitesh Naik
6. Shri. Rudresh Mhamal
7. Shri. Pinkesh Dhabolkar
8. Shri. Pankaj Shirodker
9. Ms. Shamal Dessai
10. Dr. Sangeeta Dessai
11. Ms. Priya Gosavi
12. Ms. Avina Kauthankar
13. Ms. Pallavi Ratwal
14. Ms. Ramashanti Naik
15. Shri. Sunny Pandhre
16. Shri.Darshan Gaonkar
17. Ms. Rama Murkunde
18. Shri. Darshan Kandolkar
19. Shri. Kuldeep Kamat
20. Shri. Deepak Varak
21. Dr. Prasad Gurao

22. Shri.Kalidas Mhamal
23. Ms. Neelam Solanki
24. Shri. Keatan Jadhav
25. Shri. Rahul Gawas
26. Dr. Sonali Shankhwalkar
27. Shri. Shailesh Chodankar
28. Ms. Yogita Chodankar

At the outset, the Principal, Dr. M. R Patil, welcomed the staff members for the meeting. He informed the staff members that Mr. Dipesh Narvekar, and his team from Kotak Mahindra Bank will make a presentation on Product and Services offered by the Kotak Mahindra Bank. Mr. Dipesh Narvekar explained about the product and services of Kotak Mahindra Bank and also informed that the bank will soon start its branch in Parvari-Goa. He thanked the Principal for allowing him to speak to the College staff members. After the presentation, the Principal thanked the officials of the bank.

The Principal placed on record appreciations for the staff for the various events and activities conducted by the College.

1. He appreciated Shri. Rudresh Mhamal, NSS Convenor and his team for successful organisation of NSS Special Camp 2018 at R.D.Khalap High School, Mandre, Pedne Goa from 8th to 14th November, 2018.
2. He appreciated efforts taken by Ms. Santoshi Narvekar, Shri. Drashan Gaonkar and all the Staff members for celebrating Diwali festival in the College.
3. He congratulated Ms. Shamal Dessai for having participated as Contingent Leader of Goa State for the Adventure Camp held at Manali, Himachal Pradesh.
4. He congratulated Dr. Sukhaji G. Naik for having published a book titled "Performance of Banks in Goa"

The Principal informed the staff members that Ms. Lata Nayak, a Teacher in Mathematics, from Vidya Prabodhini Higher Secondary School- Parvari-Goa is awarded a Ph.D in Environmental Studies from the Gulbarga University, Gulbarga Karnataka. He also told that the Affiliation Inquiry Committee for extension of affiliation to B.A.B.Ed. programme for one year duration visited the College on 16th November, 2018. He also congratulated Ms. Rama Murkunde on having presented a paper at National Seminar at the College in Banda, Maharashtra. Shri. Rudresh Mhamal informed that he is selected as Returning Officer to conduct elections for Goa Chapter of Company Secretaries of India on 22nd December, 2018. He also informed that two students of the College have participated in Adventure Camp at Himachal Pradesh and two students will be participating in Pre R.D. Camp to be held at Nagpur, Maharashtra. Mr.Shailesh Chodankar informed that College students will be representing the Football Team and Cricket Team at National level competition to be held during December 2018.

AGENDUM 1: Confirmation of the Minutes.
Minutes of the meeting held on 10th October, 2018 were read by Shri. Sunny Pandhre and were tabled for confirmation. The Principal then opened the forum for discussion and asked the members present, whether they had any objections to the minutes recorded. Having received none, the minutes were put for vote and passed unanimously.

PROPOSED BY: Mr. Arun R. Marathe SECONDED BY: Shri. Pankaj P. Shirodker

AGENDUM 2: Result preparation of Semester I & III of F.Y. /S.Y. B.Com./B.A.B.Ed. Exam held during October/November, 2018 along with Repeat Results.
The Principal congratulated Shri. Arun R. Marathe, Chairperson, College Examination Committee on having conducted smoothly the Even Semester End Examination October/November, 2018. He said that there is lot of improvement in the conduct of examinations and appreciated the examination committee for preparing systematic supervisors chart for the examination. A lot of positive changes are visible and requested the Chairperson to train the second line in the examination committee so that in future full committee will be perfect in handling all the matters pertaining to the examination work. He requested the Chairperson of the examination committee to follow due procedures and decide about destroying the answer papers of the previous years.

Shri Arun R. Marathe thanked the senior and junior supervisors, understudy and multi-tasking staff of the College for their smooth conduct of examination. He thanked the junior supervisors for supervisions done during vacation. He said that the result of the first year and the second year B.Com and B.A.B.Ed. will be declared soon.

AGENDUM 3: UGC Financial Assistance schemes.
The Principal informed the Staff members that a copy Manual on UGC schemes is available in the College Library. He requested all the staff members to go through the manual and told that each staff member should try to send at least one proposal to UGC for availing financial assistance under various schemes. He requested Shri. Arun Marathe to make a presentation about the Various UGC Schemes and which schemes the staff members can apply and avail form UGC. Shri. Arun Marathe informed that he will make a presentation before the Faculty Members on 5th January, 2019 after the Staff Meeting.

The Principal told the staff members that if they apply for any scheme of the University Grants Commission, New Delhi, it will benefit the individual staff member and also benefit the College. He requested that by end of January 2019 at least few proposals must be ready so that the same proposals can be sent to UGC for availing financial assistance. He also told the full support and co-operation will be extended to the Staff member for preparing the proposal.

AGENDUM 4: National Institutional Ranking Framework (NIRF)

The Principal said that the College has already applied for getting ranked NIRF and the process is already completed. He thanked Dr. Anil Thosare, Shri. Darshan Gaonkar and Mr. Ashay Naik for working during the winter vacation to complete the process of NIRF. He also told the Staff members that College will be submitting the data to India Today and Times of India for getting ranked by these agencies.

AGENDUM 5 : IQAC and Submission of Annual Quality Assurance Report (AQAR)

The Principal informed the faculty members that the Internal Quality Assurance Cell is being reconstituted and Dr. Sukhaji G.Naik is the Co-ordinator of the IQAC. The newly constituted cell includes 20 members and all the NAAC criterion convenors are member of the cell. The IQAC will be preparing the AQAR and will submit the same to NAAC. AQAR of every academic year must be submitted before 31st December of the next academic year. The Principal said that IQAC will be heart of the institution.

He requested all the NAAC criterion convenors to identify the areas which work needs to be done for next five years. He told that the College will have to prepare its first AQAR and submit it to NAAC by 31st December 2018. He told the Criterion Convenors that they have to prepare the criterion wise report and submit it by 18th December, 2018. He cited few examples where College needs to work in before the next NAAC peer team visit. He told that add-on courses, funded research projects, training programmes for non-teaching staff, free ships and Scholar ships for deserving students, instituting more gold medals and awards for meritoriousstudents, are some of the things to be initiated.

Mr. Arun Marathe requested the staff members to work with a lot of positivity for the growth and development of the College. Dr. Sukhaji Naik said that because of NAAC many things are planned and executed. He said that many more improvements are to be done. The Principal appreciated the efforts of Shri. Kedarnath Tadkod and Department of English for providing valuable inputs during the preparation of first SSR report of the College.

AGENDUM 6: NAAC preparation for second cycle 2018-2023

The Principal informed that the College has constituted criterion wise committees for second cycle of NAAC 2023. He requested the Convenors of each criteria to start the work of identifying things to be completed before the second cycle accreditation process. He said that list of things that are already there and the things which are to be done is to be prepared and submitted to Dr. Sukhaji Naik, NAAC Co-ordinator on or before 22nd December, 2018. He requested all the faculty members to start actively working for compilation of data for preparing AQAR for the academic year. The same data will be used for preparing SSR at the end of fifth academic year.

AGENDUM 7: Workshop and Seminars

The Principal requested the faculty members to organize workshops and seminars for students and teachers. Shri. Kuldeep Kamat informed that the College will be organising two workshops and one invited lecture for students of B.A.B.Ed. of the College and Students Teachers of B.Ed. Colleges in Goa during the month of December, 2018. The workshops will be organised in association of Goa Marathi Academy and Directorate of Official Language, Government of Goa, Panaji-Goa. Shri. Arun Marathe informed that College will organise a National Seminar in Commerce in the month of October 2019.

AGENDUM 8: Certificate and Add on Courses

The Principal requested the faculty members to plan and also start certificate and add on courses for students and for other stakeholders. He said that a certificate course must be minimum of 30 hours. He requested the faculty members to refer UGC website and find out about the certificate and add-on courses which are funded by UGC. Shri. Shailesh Chodankar told that he wants to start a self-defense programme for the girl students of the College. The Principal told that for every academic year, two or three certificate and add-on courses should be introduced and continued to be in progress for every academic year.

AGENDUM 9: T.Y.B.Com/T.Y.B.A.Ed Project Paper

The Principal requested all the project guides to inform the students that the project should be planned and executed within proper time frame. He said that the project report must be submitted to the Office on or before 31st January, 2019.

AGENDUM 10: Swachhatam Mahavidyala Samman Committee visit.

The Principal informed that Swachhatam Mahavidyala Samman Committee visited the College on 29th November, 2018. The committee members appreciated the Green House project of the College. He said that entire credit of green house project goes to Dr. Sukhaji G. Naik and Nisarg Club of the College. Dr. Sukhaji Naik told that Shri.Kedarnath Tadkod provided lot of information to the committee members about working of the Nisarg Club of the College. Shri. Kedarnath Tadkod informed that all the committee members said that the project is a very unique initiative started by the College.

A.O. B.

The Principal requested the Faculty members to raise points or make suggestions. The following suggestions are made by the Faculty members:

1. Dr. Sukhaji Naik informed that there are gates installed at all the entry points of the Vidya Prabodhini Educational Complex and soon all the entry points will be locked for general public. He said that one common entry point will be kept for all those who want to visit the institution. He also said that a register is maintained date of visit where name of the visitor, time, and purpose of visit will be recorded. He also informed that the remaining part of the Complex will be painted.

2. Mr. Arun Marathe suggested that there should be CCTV cameras installed in the College. Dr. Sukhaji Naik told that the quotation of purchasing and installation of CCTV camera is obtained from a company and the total cost comes to around 2.5 lakhs. He said that if the Faculty members are in support of the suggestion of Shri. Arun Marathe then CCTV Camera can be installed by spending money from the Students Welfare account. The suggestion accepted by all the staff members present for the meeting and it was decided that CCTV cameras will be installed in College Premises.
3. Mr. Kuldeep Kamat suggested that College should start coaching classes for SC/ST students which will help the students in answering various competitive exams conducted by the State Government and Goa Public Service Commission. He also requested the Convenor of the Career Guidance and Placement Cell of the College to invite Shri. Nagesh Sardessai for conducting a session about answering competitive exams for final year B.Com. students.
4. Shri. Kedarnath Tadkod informed that Communication Club of the College in association with GALF 2018 has organized writers meet on 05th December, 2018 in F.Y.B.Com. A Class room. He invited all the faculty members for the meet.
5. The Principal informed that the Goa Solid Waste Management Corporation in association with the College has started lecture series on every Friday from 2.00 p.m. to 5.00 p.m. He also told that the lecture series will be for 3 months and requested all the faculty members to avail benefit of the lecture series.
6. The Principal requested the faculty members who have not enrolled for Ph.D to get registered for Ph.D and requested all the faculty members to be present for the morning assembly.

Having no other item for discussion, the meeting concluded at 5.00 p.m. with thanks to the Faculty members present for the meeting.

Date: 05th December, 2018.

(Dr. Sukhaji G.Naik)
VICE-PRINCIPAL

(Dr. M.R.Patil)
PRINCIPAL

Minutes Recorded & Compiled by: Shri. Sunny S. Pandhre, Assistant Professor in Commerce, Department of Commerce, Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidya Nagar, Alto- Parvari, Goa.

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NOTICE
(2018-19)
(Teaching Faculty)

A meeting of Faculty members will be held on Tuesday i.e. **4th December, 2018** in F.Y.B.Com Div: A class room at **2.30 p.m.** All the Faculty members are requested to attend the same.

Agenda for the meeting is as under:

1. Confirmation of the minutes of the last meeting held on 10th October, 2018.
2. Result preparation of Semester I & III of F.Y/S.YB.Com/B.A.B.Ed exam held during October/November, 2018 along with Repeat Result.
3. UGC Financial Assistance schemes .
4. National Institutional Ranking Framework (NIRF) .
5. IQAC and submission of AQAR
6. NAAC preparation for second cycle 2018-2023.
7. workshop/seminars.
8. Certificate and Add on Courses.
9. T.Y.B.Com/B.A.B.Ed Project paper.
10. Swachhatam Mahavidyala Samman Committee visit.
11. A.O.B

Date: 26th November, 2018

Vidya Prabodhini College of Commerce, Education, Computer & Management, Vidyanagar, Parvati

(Dr M.R.Patil)
PRINCIPAL

The following staff members were present for the staff meeting held on Tuesday i.e. 4th December, 2018 at 2.30 p.m. in F.Y.B.C 'A' Class room

1) Dr. M. R. Patil
2) Dr. Sukhaji G. Naik
3) Dr Anil Thosar
4) Mr Arun R Marath
5) Dr. Sangeeta Dessai

WORLD STAR™
Date :
Page :

6) Dr. Sonali Shankhwalkar
7) Dr. Kalidas Nhamal
8) Miss. Ramashanti Naik
9) Ms. Rama Murkunde
10) Ms. Neelam Solanki
11) Ms Yogita Choudankar
12) Mr. Dattaram Fale
13) Mr. Keatan Jadhav
14) Ms. Avina Kandhenkar
15) Pallavi Ratwal
16) Shamal Dessai
17) Mr. Pankaj P. Shirodkar
18) Mr Darshan Gaonkar
19) Mr Rudresh Nhamal
20) Mr. Sunny S. Pandhre
21) Mr. Nitesh D. Naik
22) Mr. Rahul T. Gaonkar
23) Mr. Shailesh G. Chodankar
24) Mr. Kuldeep A. Kumar
25) Dr. Prasad S. Gurao.
26) Darshan Kandolkar
27) Deepak Varak
28) Kedarnath Tadkod

College of Commerce, Education, Computer & Management
Vidya Prabodhini ★ Mangesh Nagar, Parvari Goa

MINUTES OF THE STAFF MEETING HELD ON SATURDAY 05th JANUARY, 2019

The staff meeting of Vidya Prabodhini College of Commerce, Education, Computer and Management, was held on Saturday, i.e. 05th January, 2019 at 2:30 p.m. in the F.Y B.Com (A) classroom. The meeting was convened vide notice dated 01st January, 2019.

The Agenda for the meeting was as follows:

1. Confirmation of the minutes of the last meeting held on 4th December, 2018.
2. Action taken on the minutes arising out of the meeting held on 10th October, 2018.
3. Result of F.Y./S.Y./T.Y. Fourth Year B.Com. & B.A.B.Ed of Sem I,III,V and VII
4. Preparation and submission of AQAR for the A.Y.2018-19
5. Matter arising out of the IQAC meeting held on 17th December, 2018.
6. Attendance of Students
7. Workshop on IPR and talks on Gender Sensitization
8. Workshop and Seminars
9. Celebration of Republic Day
10. Project work paper of T.Y.B.Com/B.A.B.Ed.
11. A.O.B.

The meeting was chaired by Dr. M.R. Patil, Principal. The following teaching staff members were present for the meeting.

1. Dr. M. R. Patil- Principal
2. Dr. Sukhaji G. Naik- Vice Principal
3. Dr. Anil Thosare
4. Shri. Arun Marathe
5. Shri. Nitesh Naik
6. Shri. Rudresh Mhamal
7. Shri. Pinkesh Dhabolkar
8. Shri. Kedarnath Tadkod
9. Shri. Pankaj Shirodker
10. Ms. Shamal Dessai
11. Dr. Sangeeta Dessai
12. Ms. Priya Gosavi
13. Ms. Ramashanti Naik
14. Shri. Sunny Pandhre
15. Shri.Darshan Gaonkar
16. Shri. Darshan Kandolkar
17. Shri. Kuldeep Kamat
18. Shri. Deepak Varak
19. Dr. Prasad Gurao
20. Shri.Kalidas Mhamal
21. Shri. Keatan Jadhav
22. Shri. Rahul Gawas
23. Dr. Sonali Shankhwalkar
24. Shri. Shailesh Chodankar
25. Ms. Yogita Chodankar
26. Shri Gautam Gaude

Vidya Prabodhini College of Commerce, Education, Computer & Management * Vidyanagar, Parvari Goa

27. Ms. Varsha Ingalhalli
28. Shri. Sunny Kanekar
29. Shri. Uaddhav Pol
30. Dr. Sagar Mali
31. Dr. Manisha Kulkarni
32. Shri. Dattaram Fale
33. Ms. Yogita Gauns
34. Ms. Nikita Shirodkar
35. Ms. Santoshi Narvencar
36. Ms. Kavita Gawas

At the outset, the Principal, Dr. M. R Patil, welcomed the staff members for the meeting and wished them a Very Happy New Year 2019. He welcomed Ms. Varsha Ingalhalli, Assistant Professor in Commerce who has joined duty after availing leave for one year. He informed the Faculty Members that Dr. M.S.Kamat has conveyed his congratulations to all the staff members for NAAC grade. The Principal placed on record appreciations for the staff for the various events and activities conducted by the College.

1. He congratulated Dr. Anil Thosare and Ms. Santoshi Narvecar on having co-ordinated a lecture series of Waste Management organized by the College in association with Goa Waste Management Corporation, Panaji-Goa.
2. He also appreciated Mr. Kedarnath Tadkod for organizing interactive session for students in association with GALF 2018.
3. He congratulated Mr. Rudresh Mhamal and Mr. Kalidas Mhamal for having been as Guest of Honors at Annual Day Function at R.D.Khalap High School, Mandre, Pedne Goa on 10th December, 2018.
4. He appreciated Dr. Anil Thosare for working as a senior supervisor at Goa University B.A.B.Ed Examination held in November/December, 2018. He also informed the Faculty members that Dr. Anil Thosare was in-charge of Company Secretaries of India Examination held during 21st to 30th December, 2018 at the College.
5. He congratulated Mr. Nitiesh Naik on having published an article on preparation for becoming IAS officer in a journal of Education. He also informed that Mr. Nitesh Naik has completed the work of obtaining ISSN number for College Journal and also documentation for India Today Ranking.
6. He congratulated Dr. Sukhaji G. Naik on having been invited as Resource Person for National Seminar on 21st December, 2018 at a College in Ahemadnagar, Maharashtra.
7. He also appreciated Shri. Arun Mararthe and Shri. Darshan Goankar for being invited as resource person and chairperson of technical session at National Seminar on 14th and 15th December, 2018 at Shrirampur, Maharashtra.
8. He appreciated Mr. Darshan Kandolkar for having published a research paper in UGC listed journal and also congratulated Mr. Kalidas Mhamal on having displayed of his art work at SEREDIPTY festival.
9. He congratulated Shri. Kuldeep Kamat, Ms.Yogita Chodankar and Ms. Kavita Gawas on having successfully organized Voice Culture Workshop on 14th and 15th December 2018, two day state level workshop on 25th and 26th December, 2018 in association with Goa Marathi Academy, Goa at Seminar Hall of Directorate of Technical

Education, Government of Goa and also a demo lecture by Shri. Anil Samant, Principal of Saraswat Higher Secondary School, Mapusa-Goa.

10. He appreciated Dr. Sagar Mali for being invited as a Resource Person for ICSSR sponsored Workshop held at a College in the State of Maharashtra and also for conducting induction training programme for NIOS students on 11th December, 2018. He also told that IGNOU B.Ed and MBA entrance test was held in the College Dr. Sagar Mali was in-charge of conducting the exam. He also told that IGNOU Study Centre organized various competitions for IGNOU students on the occasion of IGNOU founders day celebration.
11. He congratulated Mr. Rudresh U. Mhamal and all NSS Programme Officers as one of the NSS volunteers Ms. Suvidya Naik, Student of F.Y.B.A.B.Ed will represent the state of Goa at the Republic Day Parade on 26th January, 2019.
12. He congratulated Mr. Sunny Pandhre on having been writing minutes of the meeting for both Staff and IQAC meetings. He said that writing minutes and maintaining record of all the activities of the College is a tedious task.

Shri Sunny Kanekar, College Director of Physical Education and Sports informed the staff members that 12 students of the College participated in national level events in month of December, 2018. He informed that Mr. Pradosh Parmekar participated in National Jodo Championship at Gwalior, Mr. Sunny Phayde and Mr. Vindesh Nagvekar are the winners of Tennis Ball Cricket Tournament held at Nepal, Nehal Parab was part of the cricket team who won 3rd place at National level tournament at Andhra Pradesh. He also said that four students Ms. Anisha Reddy, Ms. Alfia, Ms.Meena Khatri and Ms. Pranjali secured medals at national level competitions. Mr. Siddhesh Kalangutkar was part of Goa University Football Team, Mr. Saish Bhonsale was part of Goa University Cricket Team and Mr. Sunil Begur and Sunil Renati are selected for being part of the Goa Team for National Games 2019. The Principal congratulated all the Students on having represented the College at National Level and also appreciated the Shri. Sunny Kanekar and Shri. Shailesh Chodankar for training, motivating and guiding the students.

AGENDUM 1: Confirmation of the Minutes.

Minutes of the meeting held on 4th December, 2018 were read by Shri. Sunny Pandhre and were tabled for confirmation. The Principal then opened the forum for discussion and asked the members present, whether they had any objections to the minutes recorded. Having received none, the minutes were put for vote and passed unanimously.

PROPOSED BY: Mr. Rudresh Mhamal **SECONDED BY: Shri. Shamal Dessai**

Vidya Prabodhini College of Commerce, Education, Computer & Management * Vidyanagar, Parvari Goa

AGENDUM 2: Action taken on the minutes arising out of the meeting held on 10th October, 2018.

The action taken report on the minutes arising out of the meeting held on 10th October, 2018 was read during the meeting. Among the twelve points listed, eight points were already taken up for action and four points were still to be implemented. The Principal told that the remaining points mentioned in the action taken report are also to be implemented in an effective manner at the earliest. The points to be implemented are Faculty members have to apply for research projects and avail benefit of other schemes of UGC. Faculty members have to start certificate and add on courses for students. Departmental plans to be approved and activities are to be held by all departments of the College and College has to prepare AQAR for the academic year 2018-19.

AGENDUM 3: Result of F.Y./S.Y./T.Y. and Fourth Year B.Com. & B.A.B.Ed of Semester I, III,V and VII

The Principal congratulated Shri. Arun R. Marathe, Chairperson, College Examination Committee on having prepared result statistics announcement of result of F.Y/S.Y B.Com and B.A.B.Ed examination held in the month of November, 2018. He said that there is a lot of improvement in the conduct of examinations and appreciated the examination committee for preparing result on time. He also informed that this year, second year result is prepared as per new Choice Based Credit System (CBCS) guidelines. He told incorporating all the changes in the computer software and preparing result under both semester system for B.A.B.Ed and under CBCS system is a very tedious task and appreciated the work done by the College Examination Committee. Shri Arun R. Marathe thanked all the members of the examination committee for their continuous help and support in preparing the results for the odd semesters of the Academic Year 2018-19.

Shri.Kedarnath Tadkod requested the Principal that the College should write to Goa University, Goa that the Third and Fourth Year B.A.B.Ed examinations should be conducted the same way how Goa University, Goa conducts T.Y.B.Com examination. He said that presently, the Goa University is conducting the examination the same way how they are conducting it for B.A. program. He said that B.A.B.Ed Question Papers are different from the B.A. program and therefore the exam should not be clubbed with B.A. program. He also told if the exams end early than the students can get more time for completing their other assignments of the B.Ed. component. The Principal told Shri. Kedarnath Tadkod to draft a letter and submit it, so that it can be sent to the Registrar of Goa University and Controller of Examinations at the earliest. The Principal also informed the faculty members that T.Y.B.Com Semester V examination result will be declared by the end of second week of January, 2019.

AGENDUM 4: Preparation and submission of AQAR for the A.Y.2018-19

The Principal informed the faculty members that AQAR of every academic year must be submitted by end of June of the next academic year. He told that the first AQAR of the College will be prepared for the period from 1st July, 2018 to 30th June, 2019. He requested all the NAAC criterion convenors to identify the areas where work needs to be done for next five years. He told the Criterion Convenors that they have to prepare the criteria wise report.

He told the work of preparing AQAR is challenging task and efforts should be made by all the Faculty members of the College to work as a team to complete the task of preparing AQAR. He said that from first year of the second cycle of NAAC all the criterion members should start collecting information required to be filled in AQAR. He requested all the Criterion convenors to hold criteria wise meeting and start the work of preparing AQAR.

Shri. Arun Marathe suggested that a database of information with regard to Students, Faculty, Parents, Alumni, Examination results, attendance records, etc need to be created. He told that Shri. Ashay Naik has already started the work in this direction and requested the Faculty members to provide their valuable inputs so that duplication of work can be avoided.

AGENDUM 5: Matter arising out of the IQAC meeting held on 17th December, 2018.

The Principal informed the Faculty Members that IQAC meeting was held on 17th December, 2018. He told that Dean of Faculty of Education, Goa University, Goa, Deputy Director of Higher Education, Government of Goa, Chairperson of Local Managing Committee of the College and other IQAC members attended the meeting. He informed that during the meeting the External members of the IQAC have suggested the faculty members need to be encouraged by the College for

1. Present research papers in National /International seminars/Conference.
2. Publish papers in UGC listed Journals and Scopus. Web science journals.
3. Organize State level /National/International seminars/Conferences for faculty members and students.
4. Start internship for commerce Students.
5. Organize faculty Development programme, Capacity Building Workshops for Staff.
6. Organize Workshop for students in association with industry.
7. Teacher should enroll and complete certificate course (online).
8. Third year Students Should present research papers.

The Principal informed that IQAC members also suggested that College should start best research paper awards for faculty members and alumni association needs to be strengthened. He requested all the Faculty members to take note of the following points and start working towards achieving things suggested.

AGENDUM 6: Attendance of Students

The Principal requested Shri. Pankaj Shirodker, Convenor of Attendance Committee to brief the Faculty Members with the decisions taken during the meeting of Attendance Monitoring Committee Meeting held in month of December, 2018. Shri. Pankaj Shirodker informed the Faculty members that the list of names of students having less than 75% attendance for B.Com and 80% attendance for B.A.B.Ed has been prepared. He told that the students having less than 75% attendance for B.Com and 80% attendance for B.A.B.Ed are issued a letter stating that their attendance for the month of December, 2018 is less than 75% or 80% for B.Com. and B.A.B.Ed respectively. He also told that class teachers have already given the letters to the students and told the students to get an acknowledgement of that letter signed by parent or guardian of the student.

He informed that student duty leave form is kept in the office with Mr. Siddesh Naik and requested all the Faculty members to fill and submit the duty leave form if any student is sent for any academic, cultural, sports event by any Faculty member of the College. He also informed that the class teachers should regularly inform the student about his attendance and if the student is still unable to attend lectures then the parents/guardian of the student must be told to visit the College. The Principal told that all the Faculty members should tell the student to attend the lectures regularly and see to it that anybody who is irregular to the class must be brought to the notice of the attendance monitoring committee.

AGENDUM 7: Workshop on IPR and talks on Gender Sensitization

The Principal requested the faculty members to organize the workshops and seminars for students and teachers. Shri. Gautam Gaude told that he will organise one day workshop on Gender sensitization issue. He said that the workshop will be organised for B.A.B.Ed students as a part of Gender Champion Programme of the Goa University, Goa. He also informed that different types of competitions will be organised by the Gender Champion Club for the students during the month January 2019. The Principal requested the Faculty members from Commerce to organise a workshop on IPR. He said that College should organise workshop and talks on various issues which relevant to current situations prevailing in the society. He told all the Faculty members to come out with innovate ideas of organising workshop and talks for the students, teachers and other stakeholders.

AGENDUM 8: Workshop and Seminars

The Principal requested the faculty members to plan for state level and national seminars and workshops. He said that the theme of the seminar and workshop should be inter-disciplinary. He told that there are many funding agencies which support to organise different types of seminar and workshop on various themes. He requested all the Faculty members to make an attempt to take advantage of some scheme or assistance provided by the funding agency and organize a state level or national event in the College. He told that the entire planning of the workshop or seminar should be done by one Faculty member, i.e. from preparing brochure to settlement of account; everything must be done single-handedly by one Faculty member.

AGENDUM 9: Celebration of Republic Day

The Principal informed the Staff members that the College will be the host for the celebration of Republic Day on 26th January, 2018. He said that Shri. Arun Marathe will be the in-charge of the program and sub-committees will be prepared for smooth conduct of the celebration. Shri. Arun Marathe requested the staff members to visit the College before time on 26th January, 2019 and see to it that the responsibility assigned to them should be completed. He said that as teachers we should be role models to our students and once again requested all to work together for making the celebration successful.

AGENDUM 10: Project work paper of T.Y.B.Com/B.A.B.Ed.

The Principal requested all the project guides to inform the students that the project should be submitted to the Office on or before 31st January, 2019. He told the Project Guides to help the students in preparing for Viva and informed that both internal and external project viva-voce examination will be held in month of March, 2019.

A.O. B.

The Principal requested the Faculty members to raise points or make suggestions. The following suggestions are made by the Faculty members:

1. Mr. Kuldeep Kamat requested that exam committee members to discuss about gap between two papers of the semester end examination. Mr. Kuldeep Kamat also requested the Principal that there should be one common member for both College Magazine and Prospectus Committee.
2. Mr. Kedarnath Tadkod requested the Faculty Members to contribute articles and poems for the College Magazine. He also informed that the magazine will be named as "Sarvotham".
3. The Principal informed that 11th, 12th and 13th January, 2019 Bharat Vikas Parishad will be organizing three day lecture series in the College Campus and the Vidya Prabodhini Higher Secondary School will be celebrating 25 years celebration on 24th January, 2019.

Having no other item for discussion, the meeting concluded at 4.30 p.m. with thanks to the Faculty members present for the meeting.

After the meeting Shri. Arun Marathe presented on the topic "UGC Schemes for Aided Colleges" He discussed about four types of schemes and which are the schemes for which the College can apply. He also spoke about grants for faculty improvement program and developing sports infrastructure of the College. He thanked the Principal for giving him an opportunity for to present after the Staff meeting. He also thanked all the Faculty Members for their patient listening.

Date: 07th January, 2019.

(Dr. Sukhaji G.Naik)
VICE-PRINCIPAL

(Dr. M.R.Patil)
PRINCIPAL

Minutes Recorded & Compiled by: Sunny S. Pandhre, Assistant Professor in Commerce, Department of Commerce, Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidya Nagar, Alto- Parvari, Goa.

NOTICE
(2018-19)
(Teaching Faculty)

A meeting of faculty members will be held on Saturday i.e. 5th January, 2019 in F.Y.B.Com, Div:A, classroom at 2.30 p.m. All the faculty members are requested to attend the same. In this meeting, Shri. Arun Marathe, Assistant Professor in Commerce will make a brief presentation of UGC Financial Assistance Schemes.

Agenda for the meeting is as under:

1. Confirmation of the minutes of the last meeting held on 4th December, 2018
2. Action taken on the minutes arising out of the meeting held on 10th October, 2018
3. Result of F.Y/S.Y/T.Y/ Fourth Year B.Com & B.A.B.Ed of sem I,III,V and VII
4. Preparation and submission of AQAR for the A.Y 2018-19
5. Matter arising out of the IQAC meeting held on 17th December, 2018
6. Attendance of students
7. Workshop on IPR and talks on Gender Sensitization
8. Workshops and seminars
9. Celebration of Republic Day
10. Project work paper of T.Y.B.Com / B.A.B.Ed
11. AOB

Date: 1st Jan, 2019

(Dr. M.R. Patil)
PRINCIPAL

The following staff members were present for the staff Meeting held on Saturday i.e. 5th January 2019, at 2.30 p.m. in F.Y.B.Com. 'A' Class room

1) M. R. Patil
2) Sukhaji G Naik
3) Dr. Sonali Shankhalkar
4) Mr. Gautam G. Gaude
5) Mr. Vaidhav Vijay Pol
6) Mr. Kalidas Mohan Mhamal

7) Rahul T. Gawas
8) Dr. Prasad S. Gurao
9) Nitesh Naik
10) Darshan Kandolkar
11) Keatan Jadhav
12) Kavita A. Gawas
13) Deepak P. Varak
14) Kuldeep A. Kamat
15) Rudresh V. Mhamal
16) Sagar P. Mali
17) Shamal Dessai
18) Kedarnath Tadkod
19) Varsha Jugalhalli
20) Sunny Kanekar
21) Dr. Anil Thosare
22) Mr Arun R Marathe
23) SANTOSHI NARVENCAR
24) Pankaj Shirodkar
25) Darshan Naonkar
26) Sunny Pandhre
27) Ramashanti Naik
28) Nikita N. Shirodkar
29) Yogita Gauns
30) YOGITA CHODANKAR
31) Dattaram Fale
32) Dr. Sangeeta Dessai
33 Priya Gosavi
34 Shailesh G. Chodankar
35) Pinkesh Dhabolkar
36) Dr. Manisha V. Kulkarni

MINUTES OF THE STAFF MEETING HELD ON FRIDAY 01st MARCH, 2019

The staff meeting of Vidya Prabodhini College of Commerce, Education, Computer and Management, was held on Friday, i.e. 01st March, 2019 at 2:30 p.m. in the F.Y B.Com (A) classroom. The meeting was convened vide notice dated 26th February, 2019.

The Agenda for the meeting was as follows:

1. Confirmation of the minutes of the last meeting held on 05th January, 2019.
2. Action taken on the minutes arising out of the meeting held on 04th December, 2018.
3. Preparation of Prospectus and Magazine
4. Student Attendance
5. Submission of ISA marks of all the Classes of B.Com. and B.A.B.Ed
6. Question paper setting of F.Y/S.Y. B.Com/B.A. B.Ed Sem II and IV (New and Old)
7. Preparation of AQAR
8. T.Y.B.Com/B.A.B.Ed. Project Viva-Voce
9. Annual Prize Distribution Function
10. Dikshanta Samaroh for T.Y.B.Com and Fourth Year B.A.B.Ed
11. Certificate and Add-on Courses
12. A.O.B.

The meeting was chaired by Dr. M.R. Patil, Principal. The following teaching staff members were present for the meeting.

1. Dr. M. R. Patil- Principal
2. Dr. Sukhaji G. Naik- Vice Principal
3. Dr. Anil Thosare
4. Shri. Arun Marathe
5. Shri. Nitesh Naik
6. Shri. Rudresh Mhamal
7. Shri. Pinkesh Dhabolkar
8. Shri. Kedarnath Tadkod
9. Shri. Pankaj Shirodker
10. Ms. Shamal Dessai
11. Dr. Sangeeta Dessai
12. Ms. Priya Gosavi
13. Ms. Ramashanti Naik
14. Shri. Sunny Pandhre
15. Shri.Darshan Gaonkar
16. Shri. Kuldeep Kamat
17. Shri. Deepak Varak
18. Shri.Kalidas Mhamal
19. Shri. Rahul Gawas
20. Dr. Sonali Shankhwalkar
21. Shri. Shailesh Chodankar
22. Ms. Yogita Chodankar
23. Shri Gautam Gaude
24. Ms. Varsha Ingalhalli

25. Shri. Uaddhav Pol
26. Dr. Sagar Mali
27. Dr. Manisha Kulkarni
28. Shri. Dattaram Fale
29. Ms. Yogita Gauns
30. Ms. Nikita Shirodkar
31. Ms. Santoshi Narvencar
32. Ms. Kavita Gawas
33. Ms. Rama Murkunde
34. Ms. Krystle Miranda
35. Ms. Avina Kauthankar

At the outset, the Principal, welcomed Shri. D.P. Pednekar, Joint Secretary, Prabodhan Education Society and the staff members for the meeting. The Principal placed on record appreciations for the staff for the various events and activities conducted by the College.

1. He congratulated Dr. Sagar Mali, Assistant Professor in Geography on having celebrated of Geography Day on 14th January, 2019. He also appreciated Dr. Sagar Mali for being invited as resource person at University level workshop and member of board of studies at an autonomous College in Maharashtra.
2. He appreciated Dr. Sagar Mali, Assistant Professor in Geography, Shri. Gautam Gaude, Assistant Professor in Education and all the faculty members of B.A.B.Ed on having successfully conducted the Bridge Course of NIOS.
3. He congratulated Dr. Sukhaji G. Naik, Vice-Principal, Ms. Santoshi Narvencar Assistant Professor in Environmental Studies and Ms. Priya Gosavi, Assistant Professor in Hindi on having successfully organized workshops in Environmental Studies and Hindi respectively.
4. He appreciated the efforts taken by members of theatre club of the College for training the students for one act play competition held at Kala Academy, Panaji-Goa and also having won 11 prizes in one act play in Konkani and Marathi section. He also congratulated the team of students on having performed the one act play at Directorate of Art and Culture, Panaji-Goa.
5. He congratulated Ms. Shamal Dessai, Assistant Professor in Economics and all students on having participated in Eco-Fest organized by MES College of Arts and Commerce, Zuarinagar, Marmugao-Goa.
6. He appreciated Ms. Suvidya Naik for having participated at Republic Day Parade, New Delhi. He also congratulated the NSS unit on having achieved significant achievement in the field of NSS as NSS Volunteer.
7. He also congratulated Mr. Naushad Arleashwar, Student of Fourth B.A.B.Ed. for having won quiz competitions organized by V.M. Salgaonkar College of Law and also being felicitated by Smt. Mridula Sinha, Honourable, Governor of Goa on 26th January, 2019.
8. He appreciated Mr. Sunny S. Pandhre and Mr. Darshan S. Gaonkar, Assistant Professors in Commerce, Mr. Darshan Kandolkar, Assistant Professor in Konkani, Ms. Yogita Chodankar, Assistant Professor in Marathi for having published research papers in UGC referred journals.

9. He congratulated Dr. Anil T. Thosare, Associate Professor in Education, Dr. Sonali Shankwalkar, Assistant Professor in Education, Ms. Rama Murkunde, Assistant Professor in Konkani, Ms. Priya Gosavi and Mr. Deepak Varak Assistant Professors in Hindi, on having presented research papers at national conferences and seminars.
10. He appreciated Mr. Gautam Gaude, Assistant Professor in Education for having organized gender sensitization workshop and invited lectures on the topic of emergency response.
11. He congratulated Mr. Sunil Begur, Student of F.Y.B.Com on having created a new meet record in athletics at Goa University, Goa.
12. He appreciated Ms. Rama Murkunde, Assistant Professor in Konkani, for having celebrated Goa Opinion Day on 16th January, 2019.
13. He congratulated members of Red Ribbon Club on having conducted blood donation camp in the College.
14. He appreciated Mr. Rudresh Mhamal, NSS Convenor and the NSS Unit of the College for having planted plant saplings at Mandre, Pedne-Goa
15. He appreciated Mr. Rudresh Mhamal, Assistant Professor in Commerce and Mr. Kalidas Mhamal, Assistant Professor in Fine Arts and all the faculty members and non teaching staff for having worked towards making all the arrangements on Republic day celebration.
16. He informed that the certificate course on communication skills is being conducted in the College.
17. Shri. D.P. Pednekar told that the syllabus of short term and certificate courses should be approved by the respective Board of Studies of the Goa University.

AGENDUM 1: Confirmation of the Minutes.

Minutes of the meeting held on 5th January, 2019 were read by Shri. Sunny Pandhre and were tabled for confirmation. The Principal then opened the forum for discussion and asked the members present, whether they had any objections to the minutes recorded. Having received none, the minutes were put for vote and passed unanimously.

PROPOSED BY: Mr. Kedarnath Tadkod SECONDED BY: Mr. Pinkesh Dhabolkar

AGENDUM 2: Action taken on the minutes arising out of the meeting held on 04th December, 2018.

The action taken report on the minutes arising out of the meeting held on 04th December, 2018 was read during the meeting. Among the twelve points listed, eight points were already taken up for action and four points were still to be implemented. The Principal told that the remaining points mentioned in the action taken report are also to be implemented in an effective manner at the earliest. The points to be implemented are Faculty members have to apply for research projects and avail benefit of other schemes of UGC. Faculty members have to start certificate and add on courses for students. The AQAR for the academic year 2018-19 must be prepared on priority and College must start coaching classes for competitive exams for SC/ST Students.

AGENDUM 3: Preparation of Prospectus and Magazine

The Principal informed that committees for preparation of prospectus and magazine are constituted and both the committee members have started their work. Mr. Rudresh Mhamal told that this year there will be one common prospectus for both B.Com and B.A.B.Ed programs. He told that the information pertaining to various departments of the College is already complied and the draft copy of the prospectus is prepared. Shri. D.P. Pednekar told that information about scholarship for meritorious students should be mentioned in the prospectus. He requested the Principal to submit the copy of the scholarship policy prepared by the College to the Magazine Committee. He also informed that there will be three prizes of Rs 5000/-, Rs 3000/- and Rs. 2000/- for students of all the classes for both B.Com and B.A.B.Ed programs. He also said that the final copy of the prospectus should be ready by 31st March, 2019.

The Principal requested Mr. Kedarnath Tadkod, Convenor of the Magazine Committee to brief the faculty members about the preparation of magazine. Mr. Kedarnath Tadkod told that the work of collecting articles from the students and faculty members for the magazine is in progress. Shri. D.P Pednekar told that the College magazine should be an example to all the Colleges. He said that the magazine should include class wise photograph of all the students. He also told that the photographs of B.A.B.Ed students must be in College uniform. He said this year a fee of Rs 100/- can be charged from each student and one copy of the magazine should be given to each student. He also requested the members of magazine committee to collect best wishes messages from the Hon'ble Governor, Hon'ble Minister for Education, Government of Goa, Vice-Chancellor of Goa University, Goa. The Principal said that the letter of request will be sent to the Governor, Minister for Education and Vice –Chancellor at the earliest. Shri. D.P. Pednekar told a brief note about the College should be mentioned in the request letter. He also told that advertisements can be collected and included in the magazine. The Principal requested the members of the magazine committee to tell a date by which a draft copy of the magazine will be ready. Shri. Kedarnath Tadkod informed that he will tell the date by which the draft copy of the magazine will be ready in two days time. i.e. by 4th March, 2019.

AGENDUM 4: Student Attendance

The Principal informed that Goa University has recently amended the OA-17. He said that a copy of the amended ordinance is emailed to all the affiliated Colleges in the State of Goa. He requested Mr. Pankaj Shirodker, Convenor, Attendance Monitoring Committee to brief the faculty members about the amendments to OA-17. Mr. Pankaj Shirodker told that a presentation about OA-17 is prepared and soon it will be sent to all the faculty members. He also briefed the faculty members about some of the important amendments in the ordinance. Dr. Sukhaji G. Naik said that there is lot of improvement in the attendance of the students from the month of January 2019. He said that attendance of the student should be also taken into consideration while conducting ISA mode II. He appreciated the efforts taken by the attendance monitoring committee for timely compilation of the attendance during the academic year 2018-19.

AGENDUM 5: Submission of ISA marks of all the Classes of B.Com. and B.A.B.Ed

The Principal requested Mr. Arun Marathe, Chairperson, College Examination Committee to inform the Faculty members about the submission of the internal marks for the even semesters. Mr. Arun Marathe told that all the faculty members of B.Com and B.A.B.Ed must submit the internal marks to the members of examination committee on or before 25th March, 2019.

AGENDUM 6: Question paper setting of F.Y/S.Y. B.Com/B.A. B.Ed Sem II and IV (New and Old)

The Principal informed that a notice about paper setting will be displayed on the staff notice board by 5th March, 2019. He said that the last date to submit the question papers and answer keys will be 25th March, 2019. He requested all the Faculty Members to prepare two separate sets of question papers and answer keys. Shri. D. P. Pednekar suggested that along with question paper and answer key, a detailed marking scheme must be submitted by each faculty member.

AGENDUM 7: Preparation of AQAR

The Principal informed the faculty members that AQAR of every academic year must be submitted by end of June of the next academic year.. He told the Criterion Convenors have to prepare the criterion wise report. He told the work of preparing AQAR is challenging task and efforts should be made by all the Faculty members of the College to work as a team to complete the task of preparing AQAR. He said that from first year of the second cycle of NAAC all the criterion members should start collecting information required to be filled in AQAR. He requested all the Criterion convenors to hold criterion wise meeting and start the work of preparing AQAR. Shri. D.P. Pednekar told that the final copy of the first AQAR must be ready by 31st May, 2019. He also told that before submission of the AQAR it should be placed before the members of IQAC in the meeting to be held in June 2019.

AGENDUM 8: T.Y.B.Com/B.A.B.Ed. Project Viva-Voce

The Principal told that the time-table of internal and external viva-voce examination will be notified at the earliest. He told the internal viva-voce exam for B.Com and B.A.B.Ed will commence from 18th March, 2019. He also informed that Faculty Members that external viva-voce exam will commence from 26th March and will end by 05th April, 2019. He requested all the project supervisors to help the students for the preparation of viva-voce examination.

AGENDUM 9: Annual Prize Distribution Function

The Principal told that Annual prize distribution function will be held in April, 2019. He invited suggestions for smooth conduct of the prize distribution function. Ms. Varsha Ingalhalli suggested that students should be given certificates for their achievements during the A.Y. 2018-19. Ms.Santoshi Narvencar suggested that prize winners should be given a special memento. Mr. Kedarnath Tadkod suggested that special achievements of the students should be recognised separately. The Principal said that academic prizes should be given to all the meritorious students of the College and parents of the students must be also invited for the prize distribution function. He also told that a list of committees for the prize distribution program will be prepared and duties will be allocated to all the committee members for smooth conduct of the function in the month of April 2019.

AGENDUM 10: Dikshanta Samaroh for T.Y.B.Com and Fourth Year B.A.B.Ed.

The Principal informed all the Faculty members that Dikshanta Samaroh for T.Y.B.Com and Fourth Year B.A.B.Ed will be held in the first week of April, 2019. Shri. D.P. Pednekar suggested that a group photo of all the students of each class should be taken and students should be given copy of the photograph.

AGENDUM 11: Certificate and Add-on Courses

The Principal requested all the faculty members to register themselves for the online courses and also requested the faculty members to start with certificate and add-on courses. Mr. Kedarnath Tadkod suggested that a course on event management can be started by the College from the academic year 2019-20. Shri. D.P. Pednekar requested the Principal to take approval from the BOS of Goa University, Goa before starting an add-on course or certificate courses.

A.O. B.

The Principal requested Shri. D.P.Pednekar and faculty members to raise points or make suggestions. The following suggestions are made by Shri. D.P. Pednekar:

1. The office- in-charge should be invited for the faculty members meeting.
2. All the faculty members should actively contribute in the meeting.
3. All the faculty members should be briefed about decisions taken during IQAC meeting.
4. All the faculty members should inform about any requirement through IQAC
5. Results of all the students of the College should be placed before IQAC
6. Teachers should make the class interesting and a teacher should be good dramatist.
7. The departments of History and Mathematics should start respective subject club.
8. The faculty members and students must be told about the UGC Code of Conduct.
9. The College should work for innovation and any incomplete work must be given priority.

10. Preparation of AQAR must be given top priority.
11. All the final year students should be told to prepare their own CV.
12. The College should have an active placement cell.
13. The results of the final year B.A.B.Ed should be 100 percent and all the students must pass with distinction marks.
14. The result of the third year B.Com should improve significantly.
15. The faculty members must conduct home visits and motivate the students to perform better in academics.
16. The faculty members must have a positive approach towards parents and all the stake holders.
17. The faculty members should help the students to prepare study time-table and also help the student by conducting remedial classes.
18. The students should be given maximum opportunities to excel in academics.
19. The College should publish the first issue of the journal at the earliest.
20. A faculty member should attend 5 to 6 workshops, seminars and conferences during an academic year
21. A faculty member should complete orientation program and refresher courses.
22. The College should start skill based courses and work to become an educational hub in the state of Goa.

Having no other item for discussion, the meeting concluded at 5.30 p.m. with thanks to Shri.D.P. Pednekar and the Faculty members present for the meeting.

Date: 02th March, 2019.

(Dr. Sukhaji G.Naik)
VICE-PRINCIPAL

(Dr. M.R.Pani)
PRINCIPAL

Minutes Recorded & Complied by: Sunny S. Pandhre, Assistant Professor in Commerce, Department of Commerce, Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidya Nagar, Alto- Parvari, Goa.

NOTICE
(2018-19)
(Teaching Faculty)

A meeting of faculty members will be held on Friday i.e. 1st March, 2019 in F.Y.B.Com, Div:A, classroom at 2.30 p.m. All the faculty members are requested to attend the same. In this meeting, Shri. Sunny Pandhre, Assistant Professor in Commerce will share Workshop experience on IQAC.

Agenda for the meeting is as under:

1. Confirmation of the minutes of the last meeting held on 5th January, 2019
2. Action taken on the minutes arising out of the meeting held on 04th December, 2018
3. Preparation of prospectus and magazine
4. Student attendance
5. Submission of ISA marks of all the classes of B.Com. and B.A.B.Ed.
6. Question paper setting of F.Y/S.Y B.Com / B.A.B.Ed Sem II & IV (New and Old)
7. Preparation of AQAR
8. T.Y.B.Com / B.A.B.Ed project Vice-Voce
9. Annual Prize distribution function
10. Dikshanta Samaroh for T.Y.B.Com and Fourth Year B.A.B.Ed
11. Certificate and Add on Courses
12. A.O.B

Date: 26th Feb, 2019

Vidya Prabhat Kelkar College of Commerce, Education, Consultancy & Management, Vidyanagar, Parvari Goa

(Dr. M.R. Patil)
PRINCIPAL

The following faculty members were present for the staff meeting held on Friday i.e. 1st March 2019, at 2.30 p.m. in F.Y.B.Com. 'A' Class room.

1) M. R. Patil
2) Sukhaji G. Naik
3) Sonali Shankhlhar.
4) Manisha Kukam
5) Dr. Sangeeta Dessai
6) Mr. Gautam G. Gaude
7) Mr. Vaddhav Vijay Pol
8) Dr. Sagar Mali
9) Mr. Deepak Varak
10) Mr. Rahul T. Gawas

11) Mr. Shailesh G. Chodankar
12) Mr Nikesh Naik
13) Mr. Kuldeep A. Kamat
14) Mr. Dattaram D. Fale
15) Ms. Kavita A. Gawas
16) Ms. YOGITA CHODANKAR
17) Ms. Ramashanti Naik
18) Ms. Yogita Gauns
19) Ms. Varsha B. Ingalhalli
20) Mr. Kedarnath Tadkod
21) Mr. Pankaj Shirodker
22) Mr. Kalidas M. Mhamal
23) Mr Arun R Marathe
24) Ms SANTOSHI NARVENCAR
25) Dr. Anil Thosare
26) Mr. Darshan Gaonkar
27) Sunny S. Pandhre
28) Pinkesh Dhabolkar
29) Rudresh Mhamal.
30) Ms. Rama Murkunde
31) Ms. Priya Gosavi
32) Ms Kajal Munde
33) Ms. Nikita Shirodkar
34) Ms. Avina Kavdhenkar
35) Ms. Shamal Dessai

MINUTES OF THE STAFF MEETING HELD ON WEDNESDAY 24th APRIL, 2019

The staff meeting of Vidya Prabodhini College of Commerce, Education, Computer and Management, was held on Wednesday, i.e. 24th April, 2019 at 9:00 a.m. in the F.Y B.Com (A) classroom. The meeting was convened vide notice dated 22nd April, 2019.

The meeting was chaired by Dr. M.R. Patil, Principal. The following teaching staff members were present for the meeting.

1. Dr. M. R. Patil- Principal
2. Dr. Sukhaji G. Naik- Vice Principal
3. Mr. Sunny Pandhre
4. Mr. Darshan Gaonkar
5. Mr. Pankaj Shirodker
6. Mr. Pinkesh Dhabolkar
7. Mr. Arun Marathe
8. Mr. Rudresh Mhamal
9. Mr. Shailesh Chodankar
10. Ms. Yogita Chodankar
11. Ms. Ramashanti Naik
12. Ms. Avina Kauthankar
13. Ms. Shamal Dessai
14. Ms. Varsha Ingalhalli
15. Mr. Rahul Gawas
16. Mr. Dattaram Fale
17. Ms. Yogita Gauns
18. Mr. Darshan Kandolkar
19. Mr. Deepak Varak
20. Mr. Kedarnath Tadkod
21. Dr. Sagar Mali
22. Mr. Gautam Gaude
23. Dr. Manisha Kulkarni
24. Dr. Sonali Shankwalkar
25. Mr. Keatan Jadhav
26. Ms. Rama Murkunde
27. Mr. Kalidas Mhamal
28. Dr. Sangita Dessai

At the outset, the Principal welcomed the staff members for the meeting. The Principal told that the meeting is convened to discuss and plan different activities/initiatives for the academic year 2018-19. Dr. Sukhaji G. Naik, read out the names of the faculty members who will be appointed as convenors/coordinators for smooth functioning of various committees/cells/clubs/associations of the College for the academic years starting from 2019-20 to 2022-23.

Sr. No.	Name of the Convenor	Name of the Committee/Club/Cell/Association
1	Dr. Sukhaji G. Naik	Discipline Committee
2	Shri. Rudresh U. Mhamal	Students' Council Committee
3	Dr. Sukhaji G. Naik	Admission Committee (B.Com.)
4	Dr. Anil T. Thosare	Admission Committee (B.A.B.Ed)
5	Ms. Ujvala M. Hanjunkar	Time Table Committee (B.Com.)
6	Dr. Anil T. Thosare	Time Table Committee (B.A.B.Ed)
7	Shri. Kalidas M. Mhamal	Theatre Club
8	Shri. Sunny Kanekar	Sports Council
9	Dr. Manisha Kulkarni	Research & Consultancy Cell
10	Shri. Nitesh D. Naik	P.R.O
11	Shri. Shailesh Chodankar	Red Ribbon Club
12	Ms. Varsha Ingalhalli	Career Guidance, Internship & Placement Cell
13	Shri. Kedarnath S. Tadkod	Communication Club
14	Dr. Sangeeta Dessai	Library Committee
15	Shri. Pinkesh Dhabolkar	Prospectus Committee
16	Shri. Darshan Gaonkar	NSS
17	Shri. Pankaj Shirodker	Attendance Monitoring Committee
18	Shri. Kuldeep Karnat	Activity Record Maintaining Committee
19	Shri. Pinkesh Dhabolkar	Alumni Association
20	Ms. Ujvala Hanjunkar	Parent Teacher Association
21	Shri. Kedarnath S. Tadkod	College Magazine Committee

Dr. Sukhaji G. Naik told that the list of committees/ clubs/ cells will be finalised after suggestions received from the faculty members. He also informed that Shri. Sunny S. Pandhre will be the Projector Coordinator for B.Com. and Dr. Sagar P. Mali will be the Project Coordinator for B.A.B.Ed.

Shri. Kedarnath Tadkod suggested that Dr. Sukhaji G. Naik, Vice-Principal should be the P.R.O. of the College. The Principal said that the suggestion will be taken into consideration while finalising the list of committees. He requested all the convenors of the committees/cells/clubs and associations to submit the plan of activities latest by 30th April, 2019. He also told that the names of the members of each committees/cells/clubs/associations will be soon finalised and notified.

Having no other item for discussion, the meeting concluded at 10.30 a.m. with thanks to the Faculty members present for the meeting.

Date: 25th April, 2019

(Dr. Sukhaji G. Naik)
VICE-PRINCIPAL

(Dr. M.R. Patil)
PRINCIPAL

Minutes Recorded & Compiled by: Sunny S. Pandhre, Assistant Professor in Commerce, Department of Commerce, Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidya Nagar, Alto Porvorim, Goa.

NOTICE
(Teaching Faculty)
(2018-19)

A meeting of all faculty members will be held on Wednesday i.e. 24th April, 2019 at 9.00 a.m. in the F.Y.B.Com, Division A classroom to discuss and plan different activities/initiatives for the academic year 2019-20. All the faculty members are requested to attend the same.

Date: 22nd April, 2019

(Dr. M.R. Patil)
PRINCIPAL

The following Faculty members were present for the staff meeting held on Wednesday ie 24th April, 2019, at 9.00 a.m. in F.Y.B.com. 'A' Class Room.

1. Dr. M. R. Patil
2. Dr. Sukhaji G. Naik
3. Sunny Pandhre
4. Darshan Gaonkar
5. Pankaj Shirodkar
6. Pinkesh Dhabolkar
7. Arun R Marathe
8. Rudresh Mhamal
9. Shailesh G. Chodankar
10. Ms. Yogita Choidankar
11. Ms. Ramashanti Naik
12. Ms. Avina Kauthankar
13. Ms. Shamal Dessai
14. Ms. Varsha Ingalhalli
15. Mr. Rahul Gracias
16. Mr. Dattaram Fale.
17. Ms. Yogita Gauns
18. Darshan Shankar Kandolkar
19. Deepak P. Varak
20. Kedarnath Tadkod
21. Dr. Sagar P. Mali
22. Mr. Ananam Aande
23. Dr. Manisha Kulkarni
24. Dr. Sonali Shankhwalkar

25) Keatan Jadhav
26) Ms. Rama Mukkunde
27) Mr. Kalidas Mhamal
28) Dr. Sangeeta Dessai

Vidya Prabodhini College of Commerce, Education, Computer & Management
Vidyanagar, Parvari Goa

MINUTES OF THE STAFF MEETING HELD ON SATURDAY 04th MAY, 2019

A meeting of teaching and administrative staff meeting of Vidya Prabodhini College of Commerce, Education, Computer and Management, was held on Saturday, i.e. 04th May, 2019 at 9:30 a.m. in the F.Y B.Com (A) classroom. The meeting was convened vide notice dated 3rd May, 2019.

The meeting was chaired by Dr. M.R. Patil, Principal. The following teaching staff members were present for the meeting.

1. Dr. M. R. Patil- Principal
2. Dr. Sukhaji G. Naik- Vice Principal
3. Dr. Manisha Kulkarni
4. Mr. Gautam Gaude
5. Dr. Sangeeta Desai
6. Ms. Yogita Gauns
7. Ms. Ramashanti Naik
8. Mr. Darshan Kandolkar
9. Ms. Yogita Chodankar
10. Mr. Nitesh Naik
11. Mr. Rahul Gawas
12. Mr. Deepak Varak
13. Mr. Ketan Jadhav
14. Mr. Dattaram Fale
15. Dr. Sagar Mali
16. Ms. Shamal Dessai
17. Ms. Varsha Ingalhalli
18. Mr. Sunny Kanekar
19. Ms. Priya Gosavi
20. Mr. Shailesh Chodankar
21. Mr. Pankaj Shirodker
22. Mr. Kedarnath Tadkod
23. Mr. Kalidas Mhamal
24. Mr. Arun Marathe
25. Mr. Sunny Pandhre
26. Dr. Anil Thosare
27. Dr. Sonali Shankhwalkar
28. Ms. Santoshi Narvecar
29. Mr. Darshan Gaonkar
30. Mr. Rudresh Mhamal

At the outset, the Principal welcomed the staff members for the meeting. He said that on behalf of management and staff members of the College he would like to place on record appreciations to all the teachers working on contract and lecture basis during the academic year 2018-19. He thanked all the staff members on having worked hard during the NAAC Peer Team visit to in the month of September, 2018.

AGENDUM 1: Confirmation of the Minutes.

Minutes of the meetings held on 01th March, 2019 and 24th April, 2019 were read by Shri. Sunny Pandhre and were tabled for confirmation. The Principal then opened the forum for discussion and asked the members present, whether they had any objections to the minutes recorded. Having received none, the minutes were put for vote and passed unanimously.

PROPOSED BY: Mr. Arun R. Marathe SECONDED BY: Mr. Darshan S. Gaonkar

AGENDUM 2: Action taken on the minutes arising out of the meeting held on 05th January, 2019.

The action taken report on the minutes arising out of the meeting held on 05th January, 2019 was read during the meeting. Among the ten points listed, five points were already taken up for action and five points were still to be implemented. The Principal told that the remaining points mentioned in the action taken report are also to be implemented in an effective manner at the earliest. The points to be implemented are Faculty members have to apply for research projects and avail benefit of other schemes of UGC; Start internship for commerce students; the College has to organise workshop for students in association with industry. The AQAR for the academic year 2018-19 must be prepared on priority before 31st May 2019.

AGENDUM 3: FY/SY B.Com./B.A.B.Ed. Semester II and IV regular and repeat results

The Principal informed the staff members that the results of Semester II and IV regular and repeat exams of FY/SY B.Com/ B.A.B.Ed will be declared by 10th May, 2019. He requested all the faculty members to submit the assessed answer books to the exam section of the College on or before 06th May, 2019. Mr. Rudresh Mhamal informed the faculty members that the repeat and special repeat exam will be held in month of May and June, 2019. He told that the supervision chart of the exam is already prepared and displayed on the staff notice board. He requested the faculty members to kindly take note of the same and help the College in smooth conduct of the examination.

AGENDUM 4: Time Table for the academic year 2019-20 (B.A.B.Ed. and B.Com.)

The Principal told that the work of preparing the time table for the academic year 2019-20 is in progress. He informed that Dr. Anil Thosare is convenor of the time table committee for B.A.B.Ed. and Mr.Kedarnath Tadkod and Mr. Uaddhav Pol are members of the committee. He also said that for B.Com Ms. Ujvala Hanjunkar will be the Convenor of the Time Table Committee and Mr. Darshan Gaonkar and Mr. Pankaj Shirodker are the members of the committee. He appreciated the efforts of all the members of the time-table committee for the continuous efforts during the academic year 2018-19. He requested the convenors to prepare a master time-table for both the programs and also prepare a day wise time-table is required

AGENDUM 5: Preparation and submission of AQAR

The Principal informed the faculty members that the AQAR report must be prepared before the end of 31st May, 2019. He informed all the seven criterion convenors to speed up the work and complete the report on or before 31st May, 2019. He requested Dr. Anil Thosare, secretary of NAAC to once again email the copy of the format of AQAR to all the convenors of the NAAC criterion. He also requested all the faculty members to work for completion of the AQAR report at the earliest. He said that the work should be given top-most priority as the first year of the second cycle of NAAC is already over and the report needs to be submitted at the end of the academic year 2018-19.

AGENDUM 6: Plan of activities for the academic year 2019-20

The Vice Principal informed that most of the convenors of the committees/cells/clubs of the College have already submitted the Plan of activities for the academic year 2019-20. He requested all the convenors to begin the work from day one of the next academic year. He told the working committees will be notified from academic year 2019-20 to 2022-23. He also informed that all the faculty members have to actively work for implementation of the annual and departmental plans during the academic year 2019-20.

AGENDUM 7: Short term and certificates courses

The Principal told that the faculty members have to plan and start short term and certificate courses. He informed that during the academic year one short term course and one certificate course is successfully conducted by the College. Mr. Arun Marathe told that two batches of each course must be held during the academic year. The Principal told that every year four to five courses are to be held in the College for the benefit of students, parents, alumni and other stakeholders of the College) Ms. Varsha Ingalhalli informed that Mr. Pankaj Shirodker and Ms. Shamal Dessai will start a short term course related to Banking from next academic year.

A.O.B.

The Principal requested the Faculty members to raise points or make suggestions. The following suggestions are made by the Faculty members:

1. Dr. Sukhaji G. Naik told that admission committee members for both B.Com and B.A.B.Ed. should decide about the availability of the members during the vacation.
2. The Principal told that the staff members should organize seminars and workshops for the student and faculty members of other Colleges.
3. The Principal told that classroom teaching learning is one component of the education system. He told that faculty members to work hard and achieve more success in academics and research.

Having no other item for discussion, the meeting concluded at 11.00 a.m. with thanks to the Faculty members present for the meeting.

Date: 06th May, 2019.

(Dr. Sukhaji G.Naik)
VICE-PRINCIPAL

(Dr. M.R.Patil)
PRINCIPAL

Minutes Recorded & Complied by: Sunny S. Pandhre, Assistant Professor in Commerce, Department of Commerce, Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidya Nagar, Alto- Parvari, Goa.

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NOTICE
(2018-19)
(Teaching and Administrative staff members)

A meeting of teaching and administrative staff members will be held on 4th May, 2019 at 9.30 a.m. in FY.B.COM div A Classroom. All the teaching and administrative staff members are kindly requested to attend the meeting. Refreshment with high tea will be provided between 9 a.m. to 9.30 a.m. The staff photograph will be taken soon after the meeting.

Agenda for the meeting is as follows:

1. Confirmation the minutes of the meeting held on 1st March, 2019.
2. Action taken on the minutes arising out of the meeting held on 5th January, 2019.
3. FY/SY/B.COM/B.A.B.ED sem II & IV regular and repeat results.
4. Time table for the academic year 2019-20 (B.A.B.ED & B.COM)
5. Preparation and submission of AQAR.
6. Plan of activities for the academic year 2019-20.
7. Short term and certificate courses.
8. AOB.

Date: 3nd May, 2019

Vidya Prabodhini College of Commerce, Education, Computer & Management * Vidyanagar, Parvari Goa

(Dr. M R. Patil)
Principal

The following faculty members and administrative staff were present for the teaching and administrative staff members meeting held on 4th May 2019 at 9.30 a.m. in F.Y.B.COM-A classroom.

1. M. R. Patil
2. Sukhaji G. Naik
3. Dr. Manisha V. Kulkarni
4. Mr. Gautam Gaude
5. Dr. Sangeeta Dessai
6. Ms. Yogita Gauns
7. Ms. Ramashanti Naik
8. Mr. Darshan Shankar Kandolkar
9. Ms. Yogita Chodankar
10. Mr. Nitesh D. Naik
11. Mr. Rahul T. Gawas
12. Mr. Deepak P. Varak
13. Keetan P. Jadhav

14. Datharam Fale
15. Dr. Sagar Mali
16 Ms. Shamal Dessai
17. Ms. Varsha Ingalhalli
18. Mr. Sunny Kamekar
19. Ms. Priya Gosavi
20. Shri Shailesh G. Chodankar
21. Mr. Pankaj Shirodkar
22. Shri. Kedarnath Tadkod
23. Mr. Kalidas M. Mhamal
24 Mr Arun R Marathe
25 Sunny S. Pandhre
26 Anil T. Thosare
27. Dr. Sonali Shankhwalkar
28 SANTOSHI NARVENCAR
29. Darshan Gaunkar
30. Rudresh Mhamal.

Vidya Prabodhini College of Commerce, Education, Computer & Management
Vidyanagar, Parvari Goa

2019-2020

NOTICE

(FACULTY MEETING)

(2019-20)

A meeting of faculty members will be held on **Thursday** i.e. **27th February, 2020** in **F.Y.B.Com Div. A** class room at **1.00 p.m.** All the faculty members are kindly requested to attend the same.

Agenda for the meeting is as under:

1. Confirmation of the minutes of the last meeting held on 04th January, 2020.
2. Action taken on the minutes arising out of the meeting held on 02nd December, 2019.
3. Construction of Primary School Building.
4. Submission of ISA marks of B.Com and B.A.B.Ed.
5. T.Y.B.Com/B.A.B.Ed Project Paper Internal/External Viva Voce Exam.
6. Students Attendance for the Academic Year 2019-20.
7. Workload for the Academic Year 2020-2021.
8. Academic Term for the Academic Year 2020-2021.
9. Submission of Question Paper for Semester – II and IV regular and repeat exam of B.Com & B.A.B.Ed to be held in April/May 2020.
10. Prospectus for the Academic Year 2020-21.
11. AOB.

Date:26th February, 2020

Vidya Prabodhini College of Commerce, Education, Computer & Management, Vidyanagar, Parvari Goa

(Dr. M. R. Patil)
PRINCIPAL

The following Faculty Members were present for the meeting held on Thursday i.e. 27th February, 2020 at 1.00 p.m. in F.Y.B.Com. A classroom.

1) Dr. M. R. Patil
2) Dr. Sukhaji G. Naik
3) Dr. Sonali Shanbhag
4) Dr. Manisha Kulkarni.
5) Mr. Vaddhav V. Pol
6) Mr Gautam G. Gaude
7) Dr. Sagar P. Mali
8) Mrs. Renuka Pordeshi
9) Sarresh Sawant
10) Nitesh Naik

11) Darshan Shankar Kandolkar
12) Kalidas Mohan Mhamal
13) YOGITA CHODANKAR
14) KAVITA A. GAWAS
15) Rudresh U. Mhamal
16) Amar T. Kulkarni
17) Pankaj Shirodker
18) Shamal Dessai
19) Shailesh G. Chodankar
20) Rahul T. Gawas
21) Dr. Varsha Sugalkhalli
22) Mr. Kedarnath Tadkod
23) Mr Arun R. Marath
24) Sunny Pandhre
25) SANTOSHI NARVENCAR
26 Ms. Vyrala M. Harjunkar
27. Ms. Yogita Gauns
28. Ms. Vaibhavi Chodankar
29. Ms. Smeeta G. Kerkar
30. Ms. Melissa Fernandes
31. Mrs. Pooja M. Barve.
32. Ms. Nikita Shirodkar

Vidya Prabodhini College of Commerce, Education, Computer & Management, Mayanagar, Parvari, Goa

MINUTES OF THE STAFF MEETING HELD ON SATURDAY 04th JANUARY, 2020

A meeting of teaching staff of Vidya Prabodhini College of Commerce, Education, Computer and Management, was held on Saturday, i.e. 04th January, 2020 at 2:30 p.m. in the F.Y B.Com (A) classroom. The meeting was convened vide notice dated 31st December, 2019.

The meeting was chaired by Dr. M.R. Patil, Principal. The following teaching staff members were present for the meeting.

1. Dr. Sukhaji G. Naik
2. Dr. Anil Thosare
3. Mr. Pankaj Shirodker
4. Mr. Sarvesh Sawant
5. Ms. Shamal Dessai
6. Dr. Varsha Ingalhalli
7. Mr. Kedarnath Tadkod
8. Mr. Arun Marathe
9. Mr. Nitesh Naik
10. Mr. Rudresh Mhamal
11. Mr. Darshan Gaonkar
12. Mr. Sunny Pandhre
13. Ms. Yogita Chodankar
14. Mr. Gautam Gaude
15. Dr. Sagar Mali
16. Mr. Uaddhav Pol
17. Mr. Rahul Gawas
18. Mr. Kuldeep Kamat
19. Mr. Kavita Gawas
20. Ms. Yogita Gawas
21. Ms. Vaibhavi Chodankar
22. Mr. Radhika Gurav
23. Ms. Smeeta Kerkar
24. Ms. Nikita Shirodkar
25. Mr. Amar Kulkarni
26. Dr. Sonali Shankhwalkar
27. Dr. Manisha Kulkarni
28. Ms. Rhythm Kenkre
29. Ms. Priya Gosavi
30. Mr. Kalidas Mhamal
31. Mr. Darshan Kandolkar
32. Mr. Shailesh Chodankar
33. Ms. Meliissa Fernanades
34. Ms. Darshana Gawas
35. Ms. P. Jyoti Kiran

At the outset, the Principal welcomed the staff members for the meeting. He introduced the newly appointed staff members and informed the staff members about the recruitment of administrative staff members for the College.

The Principal placed on record appreciation for the activities conducted during December, 2019 and also congratulated the staff, students and stakeholders of the College.

1. Shri Arun Mararthe and Ms. Ujvala Hanjunkar on having attended international conference organised by the Directorate of Higher Education, Government of Goa.
2. Shri. Rudresh Mhamal and two students of third year B.Com on having participated and won best business idea award at international conference organised by the Directorate of Higher Education, Government of Goa.
3. Dr. Varsha Ingalhalli on having attended a workshop on research organised by the Directorate of Higher Education, Government of Goa.
4. Shri. Rudresh Mhamal and all the Faculty Members on having successfully conducted Goa Liberation Day function.
5. Shri. Kedarnath Tadkod, Shri. Ashay Naik and entire team of College Newsletter for publishing the second issue of the College newsletter on 19th December, 2019.
6. Shri. Rudresh Mhamal, members of the Student Council, and Mr. Paresh Hirve on having successfully organised Srujanosatav 0n 6th and 7th December, 2020.
7. Ms. Ujvala Hanjunkar and Dr. Varsha Ingahalli on having conducted a certificate course of Computerised Accounting for the Administrative Staff Members of the College.
8. All the Criterion Convenors and Members of NAAC Steering Committee on having submitted the Annual Quality Assurance Report to NAAC.
9. Dr. Anil Thosare, Mr. Uddhav Pol, Dr. Sagar Mali and Mr. Ashay Naik on having successfully submitted the data on Performance Appraisal System to NCTE.
10. Ms. Santoshi Narvencar and Ms. Rythm Kenkre on having organised field trip as a part of curriculum of Environmental Studies Subject.
11. Ms. Naisa Lotlikar , Student of B.A.B.Ed on having played a role as actor and singer in a Konkani film Benddkar.
12. Mr. Kuldeep Kamat and Mr. Nitesh Naik on having participated in a National Seminar held at Kholapur, Maharashtra.
13. Mr. Kalidas Mhamal on having received an award for his work in fine arts by the Kala Academy, Goa.
14. Mr. Kuldeep Kamat on having organised a program as a part of readers club of the College.
15. Ms. Yogita Chodankar and Mr. Darshan Kandolkar on having presented research papers at a national seminar at Dhempe College, Panaji-Goa.
16. Ms. Priya Gosavi on having presented a research paper in Hindi at Government College, Pedne-Goa
17. Ms. Renuka Pardeshi on having cleared UGC-NET exam during December 2019.
18. Shri. Arun Marathe, Ms. Ujvala Hanjunkar, Shri. Rudresh Mhamal and Dr. Varsha Ingalhalli on having attended T.Y.B.Com. Subject Workshop.
19. Ms. Diya Sangodkar student of B.A.B.Ed. on having secured gold medal in sports and 09 students of the College who represented the College as a part of the Goa University Team as a for Softball. Two students are also selected to be part of Kelo India sports events.
20. Dr. Anil Thosare and Mr. Rohit Pilankar for having successfully conducted the Company Secretary Exam during December, 2019.
21. Ms. Tanvi Chari on having represented the NSS unit of the College at Lucknow Youth Festival. Seven students of the College on having worked as volunteers for the Economic Census conducted by NSSO, Panaji-Goa and Two students of the College on having donated Blood at Goa Medical College in the month of December, 2020.

Agenda 1: Confirmation of the minutes of the last meeting held on 02nd December, 2019.

Minutes of the meeting held on 02nd December, 2019 were read by Shri. Sunny Pandhre and were tabled for confirmation. The Principal then opened the forum for discussion and asked the members present, whether they had any objections to the minutes recorded. Having received none, the minutes were put for vote and passed unanimously.

PROPOSED BY: Mr. Kedarnath Tadkod SECONDED BY: Ms. Shamal Dessai

Agenda 2: Action taken on the minutes arising out of the meeting held on 23rd September, 2019

The action taken report on the minutes arising out of the meetings held on 23rd September, 2019 was read during the meeting. Among the seven items listed, five items were already taken up for action and two items were still to be implemented. The Principal told that the remaining points mentioned in the action taken report are also to be implemented in an effective manner at the earliest.

Agenda 3: IQAC Initiatives

The Principal requested the members of the IQAC to actively work and organize the workshops, seminars and programs related to quality improvement. He said that the faculty members should go through the objectives of the IQAC and accordingly work for attaining the objectives mentioned for continuous improvement of quality. Shri. Arun Marathe suggested that each working committee of the College must develop a standard operating practice (SOP) for its functioning. Mr. Sunny Pandhre requested that there should a session held on how to develop a SOP for working committees of the College. The Principal requested the members of IQAC to have frequent meeting so that quality improvement initiatives can be discussed and worked out. The Principal informed that the draft copy of Standard Operating Practices should be submitted to the College by 11th January, 2020.

Agenda 4: AQAR for the A.Y. 2019-20

The Principal requested all the criterion convenors to begin with the work of data collection for the second annual quality assurance report of the College which is to be uploaded on the NAAC website by December, 2020. The Principal informed the faculty members to work towards preparing a quality AQAR report. He said that the each criteria member should work for timely submission of AQAR report to the NAAC.

Agenda 5: Research Projects

The Principal requested each teacher to take-up at least one topic and work, prepare a project report and submit it to the College by June 2020. He told that teachers should spend money for teachers and also submit research proposals to the funding agency. He told that the College will publish its first issue of Community Journal in the month of June 2020.

Agenda 6: MOU's and their activities

The Principal told that the MOU's needs to be activated. He informed that the College has three functional MOU's with three Colleges. He informed that three teachers will be given the responsibility of co-ordinating with three Colleges and organising the programs as a part of MOU. Dr. Sagar Mali will co-ordinate with faculty members of Smt. Pravatibai Chowgule College, Margao, Shri. Gautam Gaude will co-ordinate with faculty members of V.M's Salgaonkar College of Law, Miramar and Shri. Kuldeep Kamat will co-ordinate with Mahaveer College of Education, Kholapur, Maharashtra.

Agenda 7: PTA and Alumni activities

Ms. Ujvala Hanjunkar informed that the annual general meeting of the parent teacher association will be held on 2nd February, 2020. She requested the faculty members to instruct the students that they should request their parents to attend the annual general meeting. The Principal told that the Alumni association of the College should plan and organise an annual alumni meet in the month of March 2020. Shri. Arun Marathe informed that the annual meet will be organised in March 2020.

Agenda 8: Conduct of Company Secretary Exam, June 2020

The Principal informed that the next Company Secretary Exam will be held in month of June 2020. He told that there is a possibility that the academic year 2020-21 will start from 1st June 2020. He requested the faculty members to suggest the view on conduct of Company Secretary Exam. The faculty members told that the College should conduct the Company Secretary Exam in June 2020.

Agenda 9: T.Y.B.Com./B.A.B.Ed project

The Principal informed all the faculty members that the last date to submit the projects is 31st January, 2020. He requested all the research supervisors to instruct the students to submit the project report to the College before 31st January, 2020.

Agenda 10: Workshop/Seminar

The Principal informed the faculty members that each faculty member has to try to organise a workshop or Seminar. The faculty members informed the Principal that departments of Commerce, Physical Education and Sports, Education and Environmental Studies will organise one workshop each during February and March 2020.

Agenda 11: Research Publication

The Principal requested the staff members to publish in UGC-Care List Journals and also to try and publish research articles in Scopus and Web of Science Journals. He said that each faculty member has to publish at least two articles during an academic year.

Agenda 12: College and Library Websites

The Principal requested the Staff members to provide their valuable suggestions for improving the College and Library Website. The Principal appreciated the efforts taken by Mr. Nitesh Naik, College Librarian for developing the library website. Shri. Arun Marathe informed that the library will be fully automated and software for making the library available online is being developed by the College.

Agenda 13: Government Audit and Observations

The Principal informed the faculty members about the observations and suggestions received from the auditors. He requested the staff members to sign the muster on arrival at the College and also before departure from the College. The muster should be signed in blue colour ink only. If any faculty member is going out of the College during the working hours, then the faculty member must write on the movement register. He also told that the leave application should be submitted to the College well in advance.

A.O.B.

The Principal requested the Faculty members that anything to be discussed under AOB. The following suggestions are made by the Faculty members:

1. Dr. Sukhaji G. Naik informed that the College will publish magazine and journal for the academic year 2019-20. Shri. Kedarnath Tadkod and Shri. Arun Marathe will be Convenors of the Magazine and Journal Committee respectively.
2. Shri. Pankaj Shirodker informed the faculty members that they should regularly fill attendance online on the Google sheets.
3. Ms. Shamal Dessai informed that Know Your Economy Test will be held on 21st January 2020.
4. Shri. Arun Marathe told that a two day workshop on CV updating will be held in last week of January, 2020.
5. Mr. Arun Mararthe informed that an industrial visit for third year students to Nestle Private Limited, Ladfem, Bicholim-Goa will be held in February, 2020.
6. Dr. M.R. Patil informed that Shri. Mahendra Teli, M.Com, Co-ordinator from DM's College and Research Centre will orient the students about answering GUART-2020 on 11th January 2020.

Date: 06th January, 2020.

(Dr. Sukhaji G.Naik)
VICE-PRINCIPAL

(Dr. M.R.Patil)
PRINCIPAL

Minutes Recorded & Complied by: Sunny S. Pandhre, Assistant Professor in Commerce, Department of Commerce, Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidya Nagar, Alto- Parvari, Goa.

Date :
Page :

NOTICE
2019-20
(Faculty)

A meeting of faculty members will be held on **Saturday** i.e. **04th January, 2020** in **F.Y.B.Com Div: A** Class Room at **2.30 p.m.** All the faculty members are kindly requested to attend the same.

Agenda for the meeting is as under:

1. Confirmation of the minutes of the last meeting held on 02nd December, 2019.
2. Action taken on the minutes arising out of the meeting held on 23rd September, 2019.
3. IQAC Initiatives.
4. AQAR for the A.Y 2019-20.
5. Research Projects.
6. MOU's and their activities.
7. PTA & Alummi Activities.
8. Conduct of Company Secretary Exam, June, 2020.
9. T.Y.B.Com / B.A.B.Ed project.
10. Workshops / seminars.
11. Research publication.
12. College & library websites.
13. Govt. Audit observations.
14. AOB.

Date: 31st December, 2019

(Dr. M.R. Patil)
PRINCIPAL

The following Faculty Members were present for the meeting held on Saturday ie 4th January, 2020 at 2.30 p.m. in F.Y.B.COM. (A) classroom.

1) M.R. Patil
2) Sukhaji G. Naik
3) Anil T. Thosare
4) Pankaj Shirodker
5) Sarvesh Sawant
6) Shamal Dessai
7) DR. VARSHA INGALHALLI
8) Kedarnath Tadkod

9) Mr Arun R Marathe
10) Nitesh Naik
11) Rudresh Mhamal.
12) Darshan Chamkar
13) Sunny Pandhre
14) Yogita Chodankar
15) Mr. Gautam G. Gaude
16) Dr. Sagar Mali
17) Mr. Vaddhav V. Pal
18) Mr. Rahul T. Gawas
19 Mr. Kuldeep A. Kamat
20 Ms. Kavita A. Gawas
21. Ms. Yogita Gawas
22 Ms. Vaibhavi P. Chodankar
23 Radhika. T. Gawar
24 Smeeta. G. Korkar
25 Nikita N. Shirodkar
26 Amar Kulkarni
27 Dr. Sonali Shankher.
28 Dr. Manisha V. Kulkarni
29 Rhythm V. Kenkre
30 Ms. Priya Gosavi
31 Kalidas M. Mhamal
32 Darshan Shankar Kandolkar
33 Shailesh G. Chodankar
34 Melissa Fernandes
35 Darshana Gawas
36 Pooja Kiran

ACTION TAKEN REPORT OF MEETING HELD ON THRUSDAY 01st AUGUST, 2019

Points Completed

1. A certificate course on clay idol making successfully conducted.
2. The research papers of few faculty members are being uploaded on the College website.
3. A diary to record sports attendance is provided to all the students participating in sports.
4. A white board installed in the staffroom.
5. The work pertaining to preparation of AQAR in final stages.
6. The faculty members organized invited lectures for students.
7. Project Master Classes for project supervisors are being organized.

Points to be completed

1. The research and consultancy cell should start research club for students in order to promote research culture among students at first and second year.
2. The faculty members have to submit proposal for organizing seminars and conferences and also apply for funded research project.
3. The faculty members should organize more number of short term and certificate courses for the benefit of the students.

(Dr. SukhajiG.Naik)
VICE-PRINCIPAL

(Dr. M.R.Patil)
PRINCIPAL

Complied by: Sunny S. Pandhre, Assistant Professor in Commerce, Department of Commerce, Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidya Nagar, Alto-Parvari, Goa.

ACTION TAKEN REPORT OF MEETING HELD ON THRUSDAY 23rd SEPTEMBER, 2019

Points Completed

1. The work pertaining to AQAR is completed.
2. The College has made necessary arrangement for receiving question papers in electronic form from the Goa University.
3. An orientation program on ISO certification held for staff members of the College.
4. A workshop on CV writing and uploading held for faculty members of the College.
5. The first issue of College newsletter is published in the month of October, 2019.

Points to be completed

1. The B.A.B.Ed students should have a separate uniform for sports.
2. The faculty members should organize workshops and seminars for students.

(Dr. SukhajiG.Naik)
VICE-PRINCIPAL

(Dr. M.R.Patil)
PRINCIPAL

Complied by: Sunny S. Pandhre, Assistant Professor in Commerce, Department of Commerce, Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidya Nagar, Alto-Parvari, Goa.

NOTICE

2019-20

(Faculty)

A meeting of faculty members will be held on **Monday i.e. 23rd Sept, 2019 in F.Y.B.Com. Div. A Classroom at 2.30 p.m.** All the faculty members are kindly requested to attend the same.

Agenda for the meeting is as under:

1. Confirmation of the minutes of the last meeting held on 1st Aug, 2019.
2. Action taken on the minutes arising out of the meeting held on 17th June, 2019.
3. Submission of AQAR to NAAC.
4. Question paper setting for Sem I & III Examination, Oct, 2019.
5. Conduct of Sem I, III, V and VII Regular/Repeat Examination of B.Com & B.A.B.Ed. Oct/Nov, 2019.
6. Submission of ISA mark sheets.
7. Last Teaching day.
8. ISO Certification of the College.
9. Workshop on CV writing and uploading.
10. T.Y.B.Com /B.A.B.Ed. Project.
11. College Newsletter.
12. A.O.B.

Date: 21st September, 2019

(Dr. M.R. Patil)
PRINCIPAL

The following Faculty Members were present for the meeting held on 23rd September 2019 at 2.30 p.m. in F.Y. B.Com DIV 'A' Classroom.

1) M.R. Patil
2) Sukhaji G. Naik
3) Dr. Sonali Shankhdhar.
4) Mrs. Renuka A. Pardesh
5) Dr. Gautam Gaude
6) Mr. Vaddhav Vijay Pol
7) Darshan Shankar Kandolkar
8. Ms. Yogita Gauns
9. Mr. Kuldeep A. Kamat
10. Nitesh Naik
11. P. Jyoti Kuran
12 Amar Kulkarni
13 Mr. Kalidas M. Mhamal
14 Mr. Sandesh D. Tari
15 Mr. Dattaram Fale
16. Mr. Rahul T. Gawas
17. Mr. Sunny Kanekar
18) Mr. Kedarnath Tadkod

19 SANTOSHI NARVENCAR
20 Ms. Ujvala M. Hanyunkar
21 Mr Arun R Marathe
22 Dr. Anil T. Thosare
23 Rudresh Mhamal.
24 Pinkesh Dhabolkar
25 Sunny S. Pandhre

Vidya Prabodhini College of Commerce, Education, Computer & Management, Vidyanagar, Parvari

MINUTES OF THE STAFF MEETING HELD ON MONDAY 02rd DECEMBER, 2019

A meeting of teaching staff of Vidya Prabodhini College of Commerce, Education, Computer and Management, was held on Monday, i.e. 02nd December, 2019 at 11:30 a.m. in the F.Y B.Com (A) classroom. The meeting was convened vide notice dated 21st November, 2019.

The meeting was chaired by Dr. M.R. Patil, Principal. The following teaching staff members were present for the meeting.

1. Dr. M.R.Patil
2. Dr. Sukhaji G. Naik
3. Dr. Sonali Shankwalkar
4. Dr. Manisha Kulkarni
5. Shri. Gautam Gaude
6. Shri. Uaddhav Pol
7. Dr. Sagar Mali
8. Shri. Darshan Kandolkar
9. Ms. Yogita Chodankar
10. Shri. Nitesh Naik
11. Ms. Renuka Pardeshi
12. Ms. Yogita Gauns
13. Shri. Rahul Gawas
14. Shri. Dattaram Fale
15. Ms. Nikita Shirodkar
16. Ms. Pooja Barve
17. Shri. Kedarnath Tadkod
18. Dr. Varsha Ingalhalli
19. Shri. Arun Marathe
20. Ms. Ujvala Hanjunkar
21. Shri. Sunny Pandhre
22. Shri. Darshan Gaonkar
23. Shri. Pankaj Shirodker
24. Shri. Rudresh Mhamal
25. Shri. Shailesh Chodankar
26. Ms. Shamal Dessai
27. Shri. Kalidas Mhamal
28. Ms. Priya Gosavi
29. Ms. P. Jyoti Kiran
30. Shri. Kuldeep Kamat

At the outset, the Principal welcomed the staff members for the meeting. The Principal placed on record appreciation for the activities conducted from September, 2019 and also congratulated the staff, students and stakeholders of the College. He also informed about the recruitment of the staff members done the College.

1. He appreciated Ms. Ujvala Hanjunkar, Ms. Santoshi Narvencar, all the faculty members and administrative staff on having successfully celebrated Diwali 2019 by inviting all the members of Prabodhan Parivar.

2. He appreciated all the staff members for assisting the College during visit of the College Affiliation Inquiry Committee for recommending continuation and permanent affiliation for the B.A.B.Ed. Course held on16th October 2019.
3. He congratulated Shri. Arun Marathe on having worked as a co-ordinator during UDC recruitment exam held on 3rd November, 2019 on behalf of Directorate of Higher Education, Government of Goa, Parvari-Goa in the College.
4. He congratulated Dr Sukhaji G. Naik, Convenor and all the members of a Committee appointed by the College to look after the entire process of Recruitment of Junior Stenographer, Library Grade One and Multi Tasking Staff for the College during the month of October and November, 2019.
5. He informed that the College will advertise the post of System Administrator, Instructor in Physical Education, Assistant Professor in Performing Art and Assistant Professors in methodology and pedagogy in the subjects of Hindi, English, Konkani, History and Geography on full time regular basis. He also told that Counselor will be appointed on contract basis.
6. He informed that the interview for the post of Assistant Professor in Commerce and College Director for Physical Education and Sports (leave vacancies) are held and Assistant Professor in Konkani (lecture basis) will be held shortly.
7. He informed that Ms. Bindya Joshi and Mr. Sandesh Tari, Assistant Professors in Commerce (lecture basis) have informed the College that will not work as Assistant Professors in the College during the even semesters of the Academic Year 2019-20. The two posts will be advertised and walk in interviews will be held shortly.
8. He appreciated Mr. Rajaram Sandye, Office In-charge on having successfully assisting the College in conduct of skill test and interviews during the odd semesters academic year 2019-20
9. He appreciated all the staff members of the College on having worked for successful organisation of the facilitation programme held on 9th October, 2019.
10. He appreciated the College Examination Committee on having assisting the College for smooth conduct of first and third Semester End Examination held in month of October, 2019. He also thanked Dr. Anil Thosare and Shri Arun Marathe on having assisted online Goa University Fifth and Seventh Semester End Examination, 2019.
11. He appreciated Mr. Rudresh Mhamal on having prepared supervisors chart for the entire examination held in October/November, 2019
12. He appreciated Shri. Darshan Gaonkar on having filled and submitted data of the College for the academic year 2019-20 on the portal of National Institutional Ranking Framework (NIRF).
13. He congratulated Shri. Darshan Gaonkar on having organised a programme to celebrate National Constitution Day held on 26th November, 2019. He placed on record thanks to the chief guest for the programme Mr. Shripad Merchant, Assistant Professor in Business Law, D.M's College and Research Centre, Assagao-Bardez, Goa.
14. He appreciated the NSS unit of the College for having deputed two students to participate in the Pre-RD Camp held in the State of Gujarat during the Academic Year 2019-20.
15. He placed on record appreciation to Dr. Sagar Mali, Ms. Yogita Chodankar, Dr. Manisha Kulkarni, Dr. Sonali Shankwalkar, Ms. P. Jyoti Kiran on having presented research papers at national seminars and conferences.
16. He congratulated Shri. Arun Marathe on having been invited as a Resource Person at Government High, Pernem-Goa.
17. He also congratulated Ms. Shamal Dessai and Mr. Pankaj Shirodker on having attended National workshop and Conference respectively.

18. He congratulated Nine Students of the College on having represented College at National Sports event and one student on having invited as a coach to train students for a National Sports Competition.
19. He congratulated Dr. Sagar Mali on having conducted entrance exam of B.Sc Nursing Course on behalf of IGNOU held on 9th November, 2019 and also appreciated the efforts of Dr. Sagar Mali for successful organisation of Induction Programme for 376 students of B.A. and B.Com at IGNOU Study Centre held on 5th November, 2019.
20. He appreciated NSS Unit of the College on having celebrated NSS Day on 24th September, 2019.
21. He congratulated the Library Staff on having registered the College Library as a member of National Book Trust, New Delhi.
22. He appreciated the efforts of Dr. Anil Thosare, Mr. Arun Marathe and Mr. Rohit Pilankar on having assisted the students to register on the GUMS portal and filling online examination forms for the odd semesters of the academic year 219-20.
23. He appreciated the efforts of Mr. Kedarnath Tadkod and entire team on having published the first newsletter of the College.
24. He congratulated the staff members for their co-operation and support during celebration of Gandhi Jayanti Programme and Saraswati Pujan held in the College on 2nd , 05th and 06th October, 2019.

Agenda 1: Confirmation of the minutes of the last meeting held on 23rd September, 2019.

Minutes of the meeting held on 1st August, 2019 were read by Shri. Sunny Pandhre and were tabled for confirmation. The Principal then opened the forum for discussion and asked the members present, whether they had any objections to the minutes recorded. Having received none, the minutes were put for vote and passed unanimously.

PROPOSED BY: Mr. Pankaj Shirodker SECONDED BY: Mr. Rudresh Mhamal

Agenda 2: Action taken on the minutes arising out of the meeting held on 1st August, 2019

The action taken report on the minutes arising out of the meetings held on 01th August, 2019 was read during the meeting. Among the ten items listed, seven items were already taken up for action and three items were still to be implemented. The Principal told that the remaining points mentioned in the action taken report are also to be implemented in an effective manner at the earliest.

Agenda 3: IQAC meeting and AQAR submission

The Principal informed that IQAC meeting will be held on 04th December, 2019 and during the meeting the AQAR report for the academic year 2018-19 will be presented before the IQAC. He requested all the criterion convenors to complete all the work pertaining to respective criteria at the earliest. The convenors informed that 95 percent work of all the seven criterion is completed and is already uploaded on the NAAC portal.

The Principal informed the members that the AQAR must be submitted to NAAC on or before 20th December, 2019. He requested all the seven criterion convenors to finish the remaining work of the respective criterion before 4th December, 2019.

Agenda 4: Govt. Audit of College Grants and other books of accounts

The Principal informed that Government audit has been conducted by Mr. Morajkar and Mr. Shah, Auditors of Directorate of Higher Education, Government of Goa, Porvorim-Goa. The audit has been conducted from 14th October to 19th November, 2019. The audit was held for the academic year 2012-13 to 2017-18. The auditors have audited the leave records, salary claims, grant in aid account, service books, etc. The audit report is prepared and submitted to the Directorate of Higher Education, Government of Goa. The College has not received a copy of the report till date. Once the copy of the audit report is received from the Directorate of Higher Education, the College will place it in the staff meeting for the information of the faculty members of the College.

Agenda 5: Results of F.Y/S.Y/B.Com / B.A.B.Ed Semester I and III exams held during Oct/Nov, 2019

The Principal requested Mr. Arun Marathe to inform the faculty members about the preparation of the result of F.Y/S.Y/B.Com / B.A.B.Ed Semester I and III regular and repeat exams held during Oct/Nov, 2019. Mr. Arun Marathe informed that the result is already prepared and will be declared on or before 9th December, 2019. He thanked all the Faculty members for having submitted the assessed answer books on time, because of which the result was prepared within 45 days of the end of the examination.

Agenda 6: Time Table

The Principal requested Ms. Ujvala Hanjunkar and Dr. Anil Thosare to inform about the time table for the even semesters for the academic year 2019-20. Ms. Ujvala Hanjunkar informed that the time table for B.Com is prepared and displayed on the staff and student notice board. Dr. Anil Thosare informed that the time table for B.A.B.Ed. will be finalised by 05th December, 2019.

Agenda 7: Company Secretary Exam December, 2019

The Principal informed that company secretary exam will commence from 20th December, 2019 and Dr. Anil Thosare and Mr. Rohit Pilankar will be assisting the College for conduct of the examination.

Agenda 8: ISO certification of the College

The Principal requested Mr. Kedarnath Tadkod to inform the faculty members about the ISO certification. Mr. Kedarnath Tadkod informed that quotations from to service organisations for assisting the College in ISO certification have been received and the third quotation is awaited.

He told that once the third quotation is received the process of ISO certification will be completed at the earliest.

Agenda 9: Outcome of CV writing and uploading workshop

The Principal requested Mr. Arun Marathe to inform the Faculty members about the outcome of CV writing and uploading workshop. Mr. Arun Marathe informed that the suggestions received from the staff members are to be incorporated in the software and soon a two day workshop will be organised where the faculty members will prepare and upload their CV on the portal of the College website. He informed that the process will be completed by December, 2019.

Agenda 10: T.Y.B.Com/B.A.B.Ed project

The Principal informed that project supervisors that 31st January, 2020 will be the last date to submit the project report to the College. He requested the supervisors to instruct the students to work and complete the project work during the Christmas break. Dr. Varsha Ingalhalli suggested that College should purchase software to detect plagiarism if any in the project report.

Agenda 11: Workshops / Seminars

The Principal requested the Faculty members to plan and organise workshops and seminars for the faculty members and students of the College. He told that in a year at least two state level and One National seminar should in organised by the College. Mr. Arun Marathe told that each faculty member should plan and organise at least one workshop or seminar.

Agenda 12: College Newsletter

The Principal informed that the second newsletter will be published in the month of December, 2019. Mr. Kedarnath Tadkod requested all the faculty members that they have to share information about the activities conducted by different cells, clubs, committees of the College. The students' participation and faculty participation in events and awards and recognition received should be in bullet form. He said that a Google document link is mailed to all the faculty members for their kind information.

A.O.B.

The Principal requested the Faculty members that anything to be discussed under AOB. The following suggestions are made by the Faculty members:

1. Mr. Rudresh Mhamal informed that Srujanostav 2019 will be held on 6th and 7th December, 2019 at Swami Vivekanand Hall. He also requested all the faculty members to upload activity report of the programs organised by the faculty member in the College on the College website.
2. Mr. Pankaj Shirodker informed all the faculty members that student attendance will be taken by the faculty members using Google sheets. He requested all the faculty members to enter the attendance on daily basis and not to wait till end of the month.

3. Mr. Arun Marathe requested all the faculty members of Commerce Department to provide their suggestions on OC-66 which provided information pertaining to Choice Based Credit System (CBCS). He informed that the suggestions will be sent to Directorate of Higher Education for improving the OC-66. He also informed that the last day to send the suggestions is 04th December, 2019.
4. Mr. Kedarnath Tadkod told that a document having the best practices is shared with all the Faculty members and requested the faculty members to through and suggest new best practices which can be included in the AQAR.
5. The Principal informed that a program Child Education for Parents and Teachers will be held on 03rd December, 2019. He said that the program is organised by the Primary Section of the Prabodhan Education Society. He requested all the teachers to attend the program.
6. The Principal also informed that College will be the host for Goa Liberation Day function to be held on 19th December, 2019.

The meeting concluded at 1.15 p.m. with thanks to the Faculty members present for the meeting.

Date: 04th December, 2019.

Vidya Prabodhini College of Commerce, Education, Computer & Management ★ Vidyanagar, Parvari Goa

(Dr. Sukhaji G.Naik)
VICE-PRINCIPAL

(Dr. M.R.Patil)
PRINCIPAL

Minutes Recorded & Complied by: Sunny S. Pandhre, Assistant Professor in Commerce, Department of Commerce, Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidya Nagar, Alto- Parvari, Goa.

ACTION TAKEN REPORT OF MEETING HELD ON MONDAY 02nd DECEMBER, 2019

Points Completed

1. The AQAR for the academic year 2018-19 uploaded on NAAC portal.
2. The results of F.Y./S.Y. B.Com./B.A.B.Ed. Semester I and III regular and repeat exam has been declared by the College.
3. The Company Secretary Exam, December, 2019 has been conducted by the College.
4. The Newsletter for September-December 2019 has been published by the College.
5. The Faculty Members have started using Google sheets for recording daily attendance of the students.
6. The suggestions pertaining to OC-66 have been emailed to the Directorate of Higher Education.
7. The annual event of Students' Council Srujanostav 2019 has been organized in the month of December, 2019.

Points to be completed

1. The College has to purchase the software for test plagiarism in research papers.
2. The Workshop to update CV of Faculty Members of the College to be held.
3. The ISO Certification process is to be completed.

Vidya Prabodhini College of Commerce, Education, Computer & Management, Vidyanagar, Parvari Goa

(Dr. SukhajiG.Naik)
VICE-PRINCIPAL

(Dr. M.R.Patil)
PRINCIPAL

Complied by: Sunny S. Pandhre, Assistant Professor in Commerce, Department of Commerce, Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidya Nagar, Alto-Parvari, Goa.

NOTICE
2019-20
(Faculty)

A meeting of faculty members will be held on Monday i.e. 2nd December, 2019 in F.Y.B.Com Div: A classroom at 2.30 p.m. all the faculty members are kindly requested to attend the same.

Agenda for the meeting is as under

1. Confirmation of the minutes of the last meeting held on 23rd September, 2019.
2. Action taken on the minutes arising out of the meeting held on 1st August, 2019.
3. IQAC meeting and AQAR submission
4. Govt. Audit of College Grants and other books of accounts
5. Results of F.Y/S.Y/B.Com / B.A.B.Ed semester I and III exams held during Oct/Nov, 2019
6. Time Table
7. Company Secretary Exam December, 2019
8. ISO certification of the College
9. Outcome of CV writing and uploading workshop
10. T.Y.B.Com/B.A.B.Ed project
11. Workshops / seminars
12. College newsletter
13. AOB

Date: 21st November, 2019

(Dr. M.R. Patil)
PRINCIPAL

The following Faculty Members were present for the meeting held on 2nd December 2019 at 2.30 p.m. in F.Y. B.com A. Classroom.

1) M.R. patil
2) Sukhaji Naik
3) Mrs. Manisha V. Kulkarni
4) Dr. Sonali Shankhwalkar.
5) Mr. Gautam G. Gaude
6) Mr. Vaddhav Vijay Pol
7) Dr. Sagar P. Mali
8) Darshan Shankar Kandolkar
9) Yogita Chodankar
10) Nitesh Naik
11) Mrs. Renuka A. Poredeshi
12) Ms. Yogita Gauns
13) Mr. Rahul T. Gawas
14) Mr. Dattaram Fale
15) Ms. Nikita Shinkar
16) Mrs. Pooja M. Barve

17) Mr. Kedarnath Tadkod
18) Dr. Varsha Ingalhalli
19) Mr Arun R Marathe
20) Ms. Ujvala Hanjunkar
21) Sunny S. Pandhre
22) Darshan S. Naonkar
23) Pankaj P. Shirodker
24) Rudresh U. Mhamal
25) Shailesh G. Chodankar
26) Shamal Dessai
27) Kalidas M. Mhamal
28) Ms. Priya Gosani
29) P. Jyoti Kiran
30) Kuldeep Kamat

Padmini College of Commerce, Education, Computer & Management, Vidyanagar, Parvari Goa

MINUTES OF THE STAFF MEETING HELD ON THURSDAY 27th FEBRUARY, 2020

A meeting of teaching staff of Vidya Prabodhini College of Commerce, Education, Computer and Management, was held on Thursday 27th February, 2020 at 1:00 p.m. in the F.Y B.Com (A) classroom. The meeting was convened vide notice dated 26th February, 2020.

The meeting was chaired by Dr. M.R. Patil, Principal. The following teaching staff members were present for the meeting.

1. Dr. Sukhaji G. Naik
2. Dr. Sonali Shankwalkar
3. Dr. Manisha Kulkarni
4. Mr. Uddhav Pol
5. Mr. Gautam Gaude
6. Dr. Sagar Mali
7. Ms. Renuka Pardeshi
8. Mr. Sarvesh Sawant
9. Mr. Nitesh Naik
10. Mr. Darshan Kandolkar
11. Mr. Kalidas Mhamal
12. Ms. Yogita Chodankar
13. Ms. Kavita Gawas
14. Mr. Rudresh Mhamal
15. Mr. Amar Kulkarni
16. Mr. Pankaj Shirodker
17. Ms. Shamal Dessai
18. Mr. Shailesh Chodankar
19. Mr. Rahul Gawas
20. Dr. Varsha Ingalhalli
21. Mr. Kedarnath Tadkod
22. Mr. Arun Marathe
23. Mr. Sunny Pandhre
24. Ms. Santoshi Narvencar
25. Ms. Ujvala Hanjunkar
26. Ms. Yogita Gauns
27. Ms. Vaibhavi Chodankar
28. Ms. Smeeta Kerkar
29. Ms. Meliissa Fernandes
30. Ms. Pooja Barve
31. Ms. Nikita Shirodkar

At the outset, the Principal welcomed the staff members for the meeting. The Principal placed on record appreciation for the activities conducted during January, 2020 and also congratulated the staff, students and stakeholders of the College

1. Mr. Arun Marathe published a paper in UGC Care Journal.

2. Mrs. Jyoti Kiran presented a paper on 18th January, 2020 on the topic "Nation, Nationalism and Literature."
3. Thirty five students participated in Words Up 2020 event, organized by St. Xavier's College and won prizes for a Short story Writing, Play Writing, Cooking, Debate and Theatre.
4. Ms. Jyoti Kiran edited a lifestyle management book "The Three Demons" which got translated into French and was published in the month of January 2020.
5. PTA meeting was successfully held on 2nd February, 2020.
6. Dr. Anil Thosare presented a paper at an International Conference at Pune on 6th and 7th February, 2020.
7. Six students participated in "Revelations 2019" organized by Chowgule College, Students won second place in Quiz Competition on 5th February, 2020.
8. Mr. Kedarnath Tadkod organized Shiv Jayanti, and the speaker for the function was Mr. Kuldeep Kamat.
9. On 10th January, 2020, the department of Hindi, celebrated World Hindi Day in collaboration with the State Bank of India.
10. On 25th February, 2020, four students participated in Elocution Competition organized by Chowgule College, our students won 3rd place and one consolation prize.
11. Ms. Shamal Dessai and Mr. Pankaj Shirodker conducted National Accounting Talent search test on 2nd February, 2020.
12. Mrs. Pooja Barve presented a paper on "Humsafarnama (Rekhacharitra)" at the National Seminar at Goa University.
13. Mrs. Priya Gosavi presented a paper at National Seminar held at Sant Sohirobanath Ambiye, Government College, Virnoda, Pernem, Goa.
14. Dr.Varsha Ingalhali was conferred with a Ph.D. degree at 32nd Annual Convocation of Goa University held at Kala Academy on 24th February, 2020.
15. Dr.Varsha Ingalhali organized a talk on career guidance by Dr. Yogesh Kosta, VC of Marwadi University, for T.Y.B.Com students, on 25th February, 2020.
16. Dr. Varsha Ingalhali organized a talk on Career options by Mr. Atul Joshi, faculty of Akademia Institute and Director of Mumbai Centre on 25th February, 2020 for T.Y.B.Com and T.Y.B.A.B.Ed students.
17. NSS:
    - NSS Volunteers of our college participated in Know Your Mela at Campal grounds Panaji on 13th and 14th January, 2020.
    - NSS volunteers prepared the paper bags and the same were distributed to vendors while some were handed over to Shri. Anand Bhaidkar, President of Bodgeshwar Saunsthan, Mapusa Goa. Around 3,000 paper bags were distributed.
    - 65 students have participated in FIT India Cyclothon at Parade Ground, Campal, Panaji, on 18th January 2020
    - Invited lecture was conducted on Road Safety Week on 15th January 2020, Shri. Minesh Tar, Assistant Director, Directorate of Transport, Government of Goa, was the resource person. 105 students attended the program.

Vidya Prabodhini College of Commerce, Education, Computer & Management * Vidyanagar, Panaji Goa

- 40 Girls 7 boys participated in the awareness rally organized by Directorate of Sports and Youth Affairs at Panaji Goa on the occasion of National Girl Child Day on 24th January 2020.
- Organized poster making competition on the theme Road Safety Week on 15th January 2020.
- Ms. Nikita Koli and Ms. Dikshita Revodkar participated in the National Integration camp at Nagpur from 17th to 23rd February 2020.
- Ms.Muskan Javali and Ms. Pooja Saini are participating in the National Integration Camp held at Jaipur Rajasthan from 27 February to 4th March 2020.

18. Shri. Darshan Gaonkar Presented a joint paper titled "Customers satisfaction towards Paytm UPI app: A study with reference to North Goa" at the National Seminar on Financial services in Digital India: Challenges and opportunities organized by M.E.S. College of Arts and Commerce on 08th February 2020 and also participated in National Seminar on Concept of Development, Marginalized group and Human Rights organized by National Human Rights Commission (NHRC) and Goa University in association with V. M. Salgaoncar College of Law on 07th February 2020. He attended Master Class Series on the topic How Higher Education can contribute to National Transformation, organized by Directorate of Higher Education, Goa, on 23rd January 2020.
19. Shri. Sunny S. Pandhre Presented a Paper on "India Post Payment Bank: SWOC Analysis" at One Day National Seminar on Digital India: Initiatives, Issues and Challenges organized by Government College of Commerce and Economics, Borda, Margao-Goa held on 07th February, 2020 and He also Attended Two Day National Seminar on "Mythology of Western India" organized by Centre for Study of Mythology and Culture, Goa and Sahitya Akademi, at The International Centre Goa, Dona –Paulo, Panaji-Goa held on 18th and 19th January, 2020. Attended One Day Workshop on Subject of "Business Management DSE-07" organized by Rosary College of Commerce and Arts, Navelim, Salcete-Goa held on 06th January, 2020.
20. The College participated in Manthan, an intercollegiate One Act Play competition organized by D.M.'s College, Assagao, Mapusa, Goa.
    a. Mr. Amar Kulkarni has received Best Director (2nd Place) award for the play "Naav".
    b. Best Actor(1st Place)- Mr. Omkar Govekar
    c. Best Actress(1st Place)- Ms.Pooja Dubey
    d. Best Set 1st Place)- Shri.Kalidas Mhamal
    e. Best Costume(1st Place)- Ms.Shreya Phadte and Ms.Saisha Nagvekar
    f. Best Make-Up(1st Place)-Ms. Pallavi Usgaonkar
    g. Best Background Music(3rd Place)-Mr.Vishwanath Bhatekar
    h. Best Lights(3rd Place)- Mr. Amar Kulkarni
    i. Best One Act Play(3rd Place)- "Naav"
21. Mrs. Renuka Pardesi has cleared UGC NET exam, December 2019.
22. Dr. Sagar Mali
    - Has completed a refresher Course from Goa University from 7th January to 27th January, 2020 with 'A' Grade.

Vidya Prabodhini College of Commerce, Education, Computer & Management * Vidyanagar, Parvari Goa

- Invited as a Guest Lecturer at Yashvantrao Chavan Mahavidyalaya, Kolhapur on 12th February, 2020.
- Invited as a Guest Lecturer at Chandrabai-Shantappa Shendure College Huprin on 13th February, 2020.
- He was also invited as Resource person in National Seminar at:
  - Baba Naik Mahavidyalaya, Kokrud, Dist:Sangli on 12th February, 2020.
  - Prof. Sambhajirao Kadam Mahavidyalaya, Deur, Dist: Satara on 18th February, 2020.
- Presented two research papers in International conference held at Govt. College, Khandola during 20th to 22nd February, 2020.
- Presented a research paper in National Seminar held at Prof. Sambhajirao Kadam Mahavidyalaya, Deur, Dist. Satara on 18th February, 2020.
- Started delivering a lecture series for P.G. Diploma in Geo in Formatics at Parvatibai Chowgule College, Margao, Goa under MOU activity. It will be during February and March, 2020.

23. The Commerce Department of the college organized a field trip for the students of Tourism Hospitality Management' subject.
24. The Department of Commerce organized a 'Falgun Fair' hosted by S.Y.B.Com students.
25. DM's College had organized Essay Writing and Power Point Presentation competition. This college secured 1st place in Essay Writing and secured a second place in Power Point Presentation.
26. Mr. Nitesh Naik published a paper titled "Role of Libraries in the Age of MOOCS" at One day National Level workshop on "Professional Challenges and opportunities for the development of college Librarians" organized by The New College, Kolhapur in collaboration with SUCLA.
27. Sports Achievements:
    - Miss Chaitali Gawas from F.Y.B.A.B.Ed B participated in 400M Hurdles at Khelo India Youth Games 2019-2020 from 10th January- 22nd January, 2020.
    - Mr. Saiket Naik and Mr. Harshad Gaude of S.Y.B.Com and Fourth Year B.A.B.Ed respectively secured second position at 1st Football National Federation Cup 2019-2020 held at Aligarh Madhya Pradesh from 22nd to 24th January, 2020.
    - Miss. Divya Sangodkar from F.Y.B.A.B.Ed-A won the Gold Medal at West Zone Inter-University Football Championship for Women 2019-2020 held at Mumbai. She also won 3rd place at All India Inter-University held at KIIT University, Bhuvaneshwar from 9th January to 12th January, 2020. She is also selected for Khelo India University Games, Odisha to be held from 22nd February, 2020 to 1st March, 2020.
    - Miss. Alfiya Bepari, Miss. Pranjali Navelkar and Miss. Pooja Saini participated in 32nd Senior Men and Women mix National Tug of War Championship held at Nanded, Maharashtra Tug of War Association from 15th to 18th January, 2020.
    - Mr. Sunil Begur and Mr.Sunil Renati represented Goa University at All India Inter-University Athletics Championship held at Manglore on 3rd and 6th January, 2020.

- Baseball Men Team won Runner's Up at Inter-Collegiate Baseball Championship held at Goa University ground, organized by Goa University on 21st to 24th January, 2020.
- College team won Runner's Up at Ebullience 4.0, organized by Dhempe College of Arts and Science, Miramar Goa, held on 29th January, 2020.
- Cricket Men's team was Runner's Up at Inter-Collegiate Cricket Tournament, organized by V.M. Salgaoncar College of Law, Miramar at Goa University ground, from 5th to 8th February,2020.
- About 29 students participated at National Level where as 01 student participated at International Level.
- Around 12 students won medal at State Level.

28. Nisarg Club submitted " Green Book" to the Department of Science and Technology documenting the following activities:
    - Nisrag Club inauguration in the month of August, 2019.
    - Field visit to Salim Ali Bird Sanctuary in the month of December, 2019.
    - Experiment on Soil pH analyses on 11th January, 2020.
    - Workshop on Techniques in production of Organic Colours for Holi, on 15th February, 2020.
29. The college participated in 'Srujansangam' an intercollegiate competition, organized by 'Goa Marathi Academy' held on 24th and 25th January, 2020. 77 students participated in the competition.
    - Overall- (3rd place)
    - Savesh Pravesh (2nd place)- Ms. Ashwini Abhyankar
    - Savesh Ekpatri Sadarikaran (3rd place)- Ms. Suvidhya Naik
    - Hastakshar (2nd place)- Ms. Rubina Sheikh
    - Chayachitra (3rd place)- Ms. Ashwini Abhyankar
    - Chitrafit (2nd place)- Ms. Saiesha Nagvekar & Mr. Ojas Mahale
    - Gomantakiya Paramparik Garachi Pratikruti (1st place)- Mr. Omkar Govekar, Ms. Saiesha Nagvekar
    - Samuh Nrutya(2nd place)- Ms. Vibha Salgaonkar, Ms. Komal Naik, Ms. Aishwarya Mandrekar, Ms.Nikita Shirodkar, Ms.Pragati Raut, Ms.Vaibhavi Tarale, Ms.Shivani Shetgaonkar, Ms.Vishwaya Kalangutkar

Agenda 1: Confirmation of the minutes of the last meeting held on 04th January, 2020.

Minutes of the meeting held on 04th January, 2020 were read by Shri. Sunny Pandhre and were tabled for confirmation. The Principal then opened the forum for discussion and asked the members present, whether they had any objections to the minutes recorded. Having received none, the minutes were put for vote and passed unanimously.

PROPOSED BY: Mr. Arun Marathe **SECONDED BY: Dr. Anil Thosare**

Agenda 2: Action taken on the minutes arising out of the meeting held on 02nd December, 2019

The action taken report on the minutes arising out of the meetings held on 02nd December, 2019 was read during the meeting. Among the ten items listed, seven items were already taken up for action and three items were still to be implemented. The Principal told that the remaining points mentioned in the action taken report are also to be implemented in an effective manner at the earliest.

Agenda 3: Construction of Primary School Building

The Principal informed that the Management of the College has decided to construct a new building for the Pre-Primary and Primary Schools Sections of Prabodhan Education Society. He told that the Management has appealed to the staff members to contribute for the construction of building in the best possible manner. He also informed that once the two sections of the Pre-Primary and Primary School are shifted to the new building, the College will get more number of classrooms. He also requested the faculty members to appeal to their friends and well wishers to donate generously to the noble cause of education. He said that the donation is completely voluntary and each member can contribute in the best possible way.

Agenda 4: Submission of ISA marks of B.Com and B.A.B.Ed

The Principal informed the Faculty Members that the last date to submit consolidated mark statements of Internal Semester Assessment exam to the Members of Examination Committee is Saturday, 14th March, 2020. He informed that the Semester End Examination will start from 6th April, 2020. He also requested the faculty members to strictly follow the timeline and if any student fails to submit the assignment or does not answer the written test then please inform the member of Exam Committee. Mr. Shailesh Chodankar and Ms. Vaibhavi Chodankar were requested to instruct the students participating in sports to complete their ISA at the earliest.

Agenda 5: T.Y.B.Com./B.A.B.Ed Project Paper Internal/External Viva-Voce Exam

The Principal informed that B.Com. Internal Viva-Voce Examination is scheduled from 27th to 29th February, 2020 and the external project viva is scheduled from 16th to 19th March, 2020. He requested Mr. Rahul Gawas, Project Coordinator, B.A.B.Ed Program to schedule Internal and External Viva-Voce Examination of T.Y.B.A.B.Ed students at the earliest. He informed that the all Viva-Voce examination should be completed before 31st March, 2020 and we should strictly follow the Project Guidelines mentioned in the Project Manual of Goa University, Goa.

Agenda 6: Student Attendance for the Academic Year 2019-20

The Principal requested the members of the attendance monitoring committee to take a continuous follow-up of the students' attendance. He said that all the faculty members should regularly enter the attendance online using the Google Forms. He said that awareness about the shortfall of attendance must be created among the students. Mr. Amar Kulkarni requested the Principal that each teacher should motivate the student to attend lectures and the attendance tracking mechanism should be strengthened.

Agenda 7: Workload for the Academic Year 2019-20

The Principal informed that the B.Com and B.A.B.Ed workload for the academic year 2020-2021 is to be submitted to the Directorate of Higher Education, Government of Goa, Porvorim-Goa and He informed that the B.Com workload has been prepared by Mr. Darshan Gaonkar and B.A.B.Ed workload has been prepared by Dr. Anil Thosare. He also informed that the College will advertise all the required post of Assistant Professors to be filled for the Academic year 2020-21 in the month of April, 2020.

Agenda 8: Academic Term for the Academic Year 2020-2021

The Principal informed that the College has received the academic calendar form Goa University, Goa and for the next academic year, the College will begin from 1st June 2020. He informed that all the work pertaining to conduct of special repeat exams must be conducted before 31st May, 2020.

Agenda 9: Submission of Question Papers for Semester –II and IV regular and repeat exam of B.Com./B.A.B.Ed to be held in April/May 2020.

The Principal told that the Semester End Exams will begin from 6th April, 2020 and also informed that faculty members that the last date to submit question papers and answer key to the exam section of the College is 13th March, 2020. Mr. Arun Marathe informed that the notice for submission of question papers and answer key will be circulated to all the staff members by end of February, 2020.

Agenda 10: Prospectus for the Academic Year 2020-2021

The Principal informed that the draft copy of the prospectus is already prepared by Shri. Rudresh Mhamal, Convenor of Prospectus Committee. He informed that the prospectus will be ready by 15th March, 2020.

A.O.B.

The Principal requested the Faculty members that anything to be discussed under AOB. The following suggestions are made by the Faculty members:

1. Mr. Kedarnath Tadkod informed that the third issue of the College Newsletter will be released on 8th March, 2020. He also told that the work of preparing the first issue of College Magazine will be completed by June 2020. He requested all the Head of Departments to submit a report of activities organized by the Departments during the academic year 2019-20 at the earliest to the members of the Magazine Committee. He also requested the faculty members to switch-off the fans in the staffroom when they are not in use.
2. Dr. M.R.Patil informed that 31st March, 2020 will be the last teaching day for the academic year 2019-20. He also informed that annual prize distribution function and farewell to final year students will be held in the first week of April, 2020.

3. Mr. Nitesh Naik informed that the Library will organize a one day State Level seminar on the topic Academic Writings Support Services and Web 2.0 to be held on 14th March, 2020 in the College.
4. Mr. Arun Marathe informed that the College will organize Two day State Level seminar on the topic Careers in Derivatives Market on 20th and 21st March, 2020 in the College. He also informed that the College will publish the first issue of the journal in the month of June 2020.
5. Dr. Sukhaji G. Naik informed that the Nisarg Club of the College has approached the Village Panchayat of Parvari to organize programs in association with the Village Panchayat during the Academic Year 2020-2021

The meeting ended with thanks to all the faculty members at 2.30 p.m.

Date: 02nd March, 2020.

(Dr. Sukhaji G.Naik)
VICE-PRINCIPAL

(Dr. M.R.Patil)
PRINCIPAL

Report on Activities held and Appreciation of Faculty and Student Complied by: Ms. Nikita Shirodkar, Assistant Professor in English, Department of English, Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidya Nagar, Alto- Parvari, Goa.

Minutes Recorded by: Mr. Sunny S. Pandhre, Assistant Professor in Commerce, Department of Commerce, Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidya Nagar, Alto- Parvari, Goa.

ACTION TAKEN REPORT OF MEETING HELD ON MONDAY 02nd DECEMBER, 2019

Points Completed

1. The AQAR for the academic year 2018-19 uploaded on NAAC portal.
2. The results of F.Y./S.Y. B.Com./B.A.B.Ed. Semester I and III regular and repeat exam has been declared by the College.
3. The Company Secretary Exam, December, 2019 has been conducted by the College.
4. The Newsletter for September-December 2019 has been published by the College.
5. The Faculty Members have started using Google sheets for recording daily attendance of the students.
6. The suggestions pertaining to OC-66 have been emailed to the Directorate of Higher Education.
7. The annual event of Students' Council Srujanostav 2019 has been organized in the month of December, 2019.

Points to be completed

1. The College has to purchase the software for test plagiarism in research papers.
2. The Workshop to update CV of Faculty Members of the College to be held.
3. The ISO Certification process is to be completed.

(Dr. SukhajiG.Naik)
VICE-PRINCIPAL

(Dr. M.R.Pátil)
PRINCIPAL

Complied by: Sunny S. Pandhre, Assistant Professor in Commerce, Department of Commerce, Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidya Nagar, Alto-Parvari, Goa.

WORLD STAR™

NOTICE
(FACULTY MEETING)
(2019-20)

A meeting of faculty members will be held on **Thursday** i.e. **27th February, 2020** in **F.Y.B.Com Div. A** class room at **1.00 p.m.** All the faculty members are kindly requested to attend the same.

Agenda for the meeting is as under:

1. Confirmation of the minutes of the last meeting held on 04th January, 2020.
2. Action taken on the minutes arising out of the meeting held on 02nd December, 2019.
3. Construction of Primary School Building.
4. Submission of ISA marks of B.Com and B.A.B.Ed.
5. T.Y.B.Com/B.A.B.Ed Project Paper Internal/External Viva Voce Exam.
6. Students Attendance for the Academic Year 2019-20.
7. Workload for the Academic Year 2020-2021.
8. Academic Term for the Academic Year 2020-2021.
9. Submission of Question Paper for Semester – II and IV regular and repeat exam of B.Com & B.A.B.Ed to be held in April/May 2020.
10. Prospectus for the Academic Year 2020-21.
11. AOB.

Vidya Prabodhini College of Commerce, Education, Computer & Management * Vidyanagar, Parvari Goa

Date:26th February, 2020

(Dr. M. R. Patil)
PRINCIPAL

The following Faculty Members were present for the meeting held on Thursday i.e. 27th February, 2020 at 1.00 p.m. in F.Y.B.Com. A classroom.

1) Dr. M. R. Patil
2) Dr. Sukhaji G. Naik
3) Dr. Sonali Shanbhag
4) Dr. Manisha Kulkarni.
5) Mr. Vaddhav V. Pol
6) Mr Gautam G. Gaude
7) Dr. Sagar P. Male
8) Mrs. Renuka Pondeshi
9) Sarresh Sawant
10) Nitesh Naik

11) Darshan Shankar Kandolkar
12) Kalidas Mohan Mhamal
13) YOGITA CHODANKAR
14) KAVITA A. GAWAS
15) Rudresh U. Mhamal
16) Amar T. Kulkarni
17) Pankaj shirodker
18) Shamal Dessai
19) Shailesh G. Chodankar
20) Rahul T. Gawas
21) Dr. Varsha Sugalkhalli
22) Mr. Kedarnath Tadkod
23) Mr Arun R. Marath
24) Sunny Pandhre
25) SANTOSHI NARVENCAR
26 Ms. Vyrala M. Haryunkar
27. Ms. Yogita Gauns
28. Ms. Vaibhavi chodankar
29. Ms. Smeeta. G. Kerkar
30. Ms. Melissa Fernandes
31. Mrs. Pooja M. Barve.
32. Ms. Nikita Shirodkar

Vidya Prabodhini College of Commerce, Education, Computer & Management
Vidyanagar, Parvem, Goa

NOTICE

(FACULTY MEETING)

(2019-20)

A meeting of faculty members will be held on **Thursday** i.e. **27th February, 2020** in **F.Y.B.Com Div. A** class room at **1.00 p.m.** All the faculty members are kindly requested to attend the same.

Agenda for the meeting is as under:

1. Confirmation of the minutes of the last meeting held on 04th January, 2020.
2. Action taken on the minutes arising out of the meeting held on 02nd December, 2019.
3. Construction of Primary School Building.
4. Submission of ISA marks of B.Com and B.A.B.Ed.
5. T.Y.B.Com/B.A.B.Ed Project Paper Internal/External Viva Voce Exam.
6. Students Attendance for the Academic Year 2019-20.
7. Workload for the Academic Year 2020-2021.
8. Academic Term for the Academic Year 2020-2021.
9. Submission of Question Paper for Semester – II and IV regular and repeat exam of B.Com & B.A.B.Ed to be held in April/May 2020.
10. Prospectus for the Academic Year 2020-21.
11. AOB.

Date:26th February, 2020

Vidya Prabodhini College of Commerce, Education, Computer & Management, Vidyanagar, Parvari Goa

(Dr. M. R. Patil)
PRINCIPAL

The following Faculty Members were present for the meeting held on Thursday i.e. 27th February, 2020 at 1.00 p.m. in F.Y.B.Com. A classroom.

1) Dr. M. R. Patil
2) Dr. Sukhaji G. Naik
3) Dr. Sonali Shanbhag
4) Dr. Manisha Kulkarni.
5) Mr. Vaddhav V. Pol
6) Mr Gautam G. Gaude
7) Dr. Sagar P. Mali
8) Mrs. Renuka Pordeshi
9) Sarresh Sawant
10) Nitesh Naik

11) Darshan Shankar Kandolkar
12) Kalidas Mohan Mhamal
13) YOGITA CHODANKAR
14) KAVITA A. GAWAS
15) Rudresh U. Mhamal
16) Amar T. Kulkarni
17) Pankaj Shirodker
18) Shamal Dessai
19) Shailesh G. Chodankar
20) Rahul T. Gawas
21) Dr. Varsha Sugalkhalli
22) Mr. Kedarnath Tadkod
23) Mr Arun R. Marath
24) Sunny Pandhre
25) SANTOSHI NARVENCAR
26 Ms. Vyrala M. Harjunkar
27. Ms. Yogita Gauns
28. Ms. Vaibhavi Chodankar
29. Ms. Smeeta G. Kerkar
30. Ms. Melissa Fernandes
31. Mrs. Pooja M. Barve.
32. Ms. Nikita Shirodkar

Vidya Prabodhini College of Commerce, Education, Computer & Management, Mayanagar, Parvari, Goa

MINUTES OF THE STAFF MEETING HELD ON SATURDAY 04th JANUARY, 2020

A meeting of teaching staff of Vidya Prabodhini College of Commerce, Education, Computer and Management, was held on Saturday, i.e. 04th January, 2020 at 2:30 p.m. in the F.Y B.Com (A) classroom. The meeting was convened vide notice dated 31st December, 2019.

The meeting was chaired by Dr. M.R. Patil, Principal. The following teaching staff members were present for the meeting.

1. Dr. Sukhaji G. Naik
2. Dr. Anil Thosare
3. Mr. Pankaj Shirodker
4. Mr. Sarvesh Sawant
5. Ms. Shamal Dessai
6. Dr. Varsha Ingalhalli
7. Mr. Kedarnath Tadkod
8. Mr. Arun Marathe
9. Mr. Nitesh Naik
10. Mr. Rudresh Mhamal
11. Mr. Darshan Gaonkar
12. Mr. Sunny Pandhre
13. Ms. Yogita Chodankar
14. Mr. Gautam Gaude
15. Dr. Sagar Mali
16. Mr. Uaddhav Pol
17. Mr. Rahul Gawas
18. Mr. Kuldeep Kamat
19. Mr. Kavita Gawas
20. Ms. Yogita Gawas
21. Ms. Vaibhavi Chodankar
22. Mr. Radhika Gurav
23. Ms. Smeeta Kerkar
24. Ms. Nikita Shirodkar
25. Mr. Amar Kulkarni
26. Dr. Sonali Shankhwalkar
27. Dr. Manisha Kulkarni
28. Ms. Rhythm Kenkre
29. Ms. Priya Gosavi
30. Mr. Kalidas Mhamal
31. Mr. Darshan Kandolkar
32. Mr. Shailesh Chodankar
33. Ms. Meliissa Fernanades
34. Ms. Darshana Gawas
35. Ms. P. Jyoti Kiran

At the outset, the Principal welcomed the staff members for the meeting. He introduced the newly appointed staff members and informed the staff members about the recruitment of administrative staff members for the College.

The Principal placed on record appreciation for the activities conducted during December, 2019 and also congratulated the staff, students and stakeholders of the College.

1. Shri Arun Mararthe and Ms. Ujvala Hanjunkar on having attended international conference organised by the Directorate of Higher Education, Government of Goa.
2. Shri. Rudresh Mhamal and two students of third year B.Com on having participated and won best business idea award at international conference organised by the Directorate of Higher Education, Government of Goa.
3. Dr. Varsha Ingalhalli on having attended a workshop on research organised by the Directorate of Higher Education, Government of Goa.
4. Shri. Rudresh Mhamal and all the Faculty Members on having successfully conducted Goa Liberation Day function.
5. Shri. Kedarnath Tadkod, Shri. Ashay Naik and entire team of College Newsletter for publishing the second issue of the College newsletter on 19th December, 2019.
6. Shri. Rudresh Mhamal, members of the Student Council, and Mr. Paresh Hirve on having successfully organised Srujanosatav 0n 6th and 7th December, 2020.
7. Ms. Ujvala Hanjunkar and Dr. Varsha Ingahalli on having conducted a certificate course of Computerised Accounting for the Administrative Staff Members of the College.
8. All the Criterion Convenors and Members of NAAC Steering Committee on having submitted the Annual Quality Assurance Report to NAAC.
9. Dr. Anil Thosare, Mr. Uddhav Pol, Dr. Sagar Mali and Mr. Ashay Naik on having successfully submitted the data on Performance Appraisal System to NCTE.
10. Ms. Santoshi Narvencar and Ms. Rythm Kenkre on having organised field trip as a part of curriculum of Environmental Studies Subject.
11. Ms. Naisa Lotlikar , Student of B.A.B.Ed on having played a role as actor and singer in a Konkani film Benddkar.
12. Mr. Kuldeep Kamat and Mr. Nitesh Naik on having participated in a National Seminar held at Kholapur, Maharashtra.
13. Mr. Kalidas Mhamal on having received an award for his work in fine arts by the Kala Academy, Goa.
14. Mr. Kuldeep Kamat on having organised a program as a part of readers club of the College.
15. Ms. Yogita Chodankar and Mr. Darshan Kandolkar on having presented research papers at a national seminar at Dhempe College, Panaji-Goa.
16. Ms. Priya Gosavi on having presented a research paper in Hindi at Government College, Pedne-Goa
17. Ms. Renuka Pardeshi on having cleared UGC-NET exam during December 2019.
18. Shri. Arun Marathe, Ms. Ujvala Hanjunkar, Shri. Rudresh Mhamal and Dr. Varsha Ingalhalli on having attended T.Y.B.Com. Subject Workshop.
19. Ms. Diya Sangodkar student of B.A.B.Ed. on having secured gold medal in sports and 09 students of the College who represented the College as a part of the Goa University Team as a for Softball. Two students are also selected to be part of Kelo India sports events.
20. Dr. Anil Thosare and Mr. Rohit Pilankar for having successfully conducted the Company Secretary Exam during December, 2019.
21. Ms. Tanvi Chari on having represented the NSS unit of the College at Lucknow Youth Festival. Seven students of the College on having worked as volunteers for the Economic Census conducted by NSSO, Panaji-Goa and Two students of the College on having donated Blood at Goa Medical College in the month of December, 2020.

Agenda 1: Confirmation of the minutes of the last meeting held on 02nd December, 2019.

Minutes of the meeting held on 02nd December, 2019 were read by Shri. Sunny Pandhre and were tabled for confirmation. The Principal then opened the forum for discussion and asked the members present, whether they had any objections to the minutes recorded. Having received none, the minutes were put for vote and passed unanimously.

PROPOSED BY: Mr. Kedarnath Tadkod SECONDED BY: Ms. Shamal Dessai

Agenda 2: Action taken on the minutes arising out of the meeting held on 23rd September, 2019

The action taken report on the minutes arising out of the meetings held on 23rd September, 2019 was read during the meeting. Among the seven items listed, five items were already taken up for action and two items were still to be implemented. The Principal told that the remaining points mentioned in the action taken report are also to be implemented in an effective manner at the earliest.

Agenda 3: IQAC Initiatives

The Principal requested the members of the IQAC to actively work and organize the workshops, seminars and programs related to quality improvement. He said that the faculty members should go through the objectives of the IQAC and accordingly work for attaining the objectives mentioned for continuous improvement of quality. Shri. Arun Marathe suggested that each working committee of the College must develop a standard operating practice (SOP) for its functioning. Mr. Sunny Pandhre requested that there should a session held on how to develop a SOP for working committees of the College. The Principal requested the members of IQAC to have frequent meeting so that quality improvement initiatives can be discussed and worked out. The Principal informed that the draft copy of Standard Operating Practices should be submitted to the College by 11th January, 2020.

Agenda 4: AQAR for the A.Y. 2019-20

The Principal requested all the criterion convenors to begin with the work of data collection for the second annual quality assurance report of the College which is to be uploaded on the NAAC website by December, 2020. The Principal informed the faculty members to work towards preparing a quality AQAR report. He said that the each criteria member should work for timely submission of AQAR report to the NAAC.

Agenda 5: Research Projects

The Principal requested each teacher to take-up at least one topic and work, prepare a project report and submit it to the College by June 2020. He told that teachers should spend money for teachers and also submit research proposals to the funding agency. He told that the College will publish its first issue of Community Journal in the month of June 2020.

Agenda 6: MOU's and their activities

The Principal told that the MOU's needs to be activated. He informed that the College has three functional MOU's with three Colleges. He informed that three teachers will be given the responsibility of co-ordinating with three Colleges and organising the programs as a part of MOU. Dr. Sagar Mali will co-ordinate with faculty members of Smt. Pravatibai Chowgule College, Margao, Shri. Gautam Gaude will co-ordinate with faculty members of V.M's Salgaonkar College of Law, Miramar and Shri. Kuldeep Kamat will co-ordinate with Mahaveer College of Education, Kholapur, Maharashtra.

Agenda 7: PTA and Alumni activities

Ms. Ujvala Hanjunkar informed that the annual general meeting of the parent teacher association will be held on 2nd February, 2020. She requested the faculty members to instruct the students that they should request their parents to attend the annual general meeting. The Principal told that the Alumni association of the College should plan and organise an annual alumni meet in the month of March 2020. Shri. Arun Marathe informed that the annual meet will be organised in March 2020.

Agenda 8: Conduct of Company Secretary Exam, June 2020

The Principal informed that the next Company Secretary Exam will be held in month of June 2020. He told that there is a possibility that the academic year 2020-21 will start from 1st June 2020. He requested the faculty members to suggest the view on conduct of Company Secretary Exam. The faculty members told that the College should conduct the Company Secretary Exam in June 2020.

Agenda 9: T.Y.B.Com./B.A.B.Ed project

The Principal informed all the faculty members that the last date to submit the projects is 31st January, 2020. He requested all the research supervisors to instruct the students to submit the project report to the College before 31st January, 2020.

Agenda 10: Workshop/Seminar

The Principal informed the faculty members that each faculty member has to try to organise a workshop or Seminar. The faculty members informed the Principal that departments of Commerce, Physical Education and Sports, Education and Environmental Studies will organise one workshop each during February and March 2020.

Agenda 11: Research Publication

The Principal requested the staff members to publish in UGC-Care List Journals and also to try and publish research articles in Scopus and Web of Science Journals. He said that each faculty member has to publish at least two articles during an academic year.

Agenda 12: College and Library Websites

The Principal requested the Staff members to provide their valuable suggestions for improving the College and Library Website. The Principal appreciated the efforts taken by Mr. Nitesh Naik, College Librarian for developing the library website. Shri. Arun Marathe informed that the library will be fully automated and software for making the library available online is being developed by the College.

Agenda 13: Government Audit and Observations

The Principal informed the faculty members about the observations and suggestions received from the auditors. He requested the staff members to sign the muster on arrival at the College and also before departure from the College. The muster should be signed in blue colour ink only. If any faculty member is going out of the College during the working hours, then the faculty member must write on the movement register. He also told that the leave application should be submitted to the College well in advance.

A.O.B.

The Principal requested the Faculty members that anything to be discussed under AOB. The following suggestions are made by the Faculty members:

1. Dr. Sukhaji G. Naik informed that the College will publish magazine and journal for the academic year 2019-20. Shri. Kedarnath Tadkod and Shri. Arun Marathe will be Convenors of the Magazine and Journal Committee respectively.
2. Shri. Pankaj Shirodker informed the faculty members that they should regularly fill attendance online on the Google sheets.
3. Ms. Shamal Dessai informed that Know Your Economy Test will be held on 21st January 2020.
4. Shri. Arun Marathe told that a two day workshop on CV updating will be held in last week of January, 2020.
5. Mr. Arun Mararthe informed that an industrial visit for third year students to Nestle Private Limited, Ladfem, Bicholim-Goa will be held in February, 2020.
6. Dr. M.R. Patil informed that Shri. Mahendra Teli, M.Com, Co-ordinator from DM's College and Research Centre will orient the students about answering GUART-2020 on 11th January 2020.

Date: 06th January, 2020.

(Dr. Sukhaji G.Naik)
VICE-PRINCIPAL

(Dr. M.R.Patil)
PRINCIPAL

Minutes Recorded & Complied by: Sunny S. Pandhre, Assistant Professor in Commerce, Department of Commerce, Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidya Nagar, Alto- Parvari, Goa.

Date :
Page :

NOTICE
2019-20
(Faculty)

A meeting of faculty members will be held on **Saturday** i.e. **04th January, 2020** in **F.Y.B.Com Div: A** Class Room at **2.30 p.m.** All the faculty members are kindly requested to attend the same.

Agenda for the meeting is as under:

1. Confirmation of the minutes of the last meeting held on 02nd December, 2019.
2. Action taken on the minutes arising out of the meeting held on 23rd September, 2019.
3. IQAC Initiatives.
4. AQAR for the A.Y 2019-20.
5. Research Projects.
6. MOU's and their activities.
7. PTA & Alummi Activities.
8. Conduct of Company Secretary Exam, June, 2020.
9. T.Y.B.Com / B.A.B.Ed project.
10. Workshops / seminars.
11. Research publication.
12. College & library websites.
13. Govt. Audit observations.
14. AOB.

Date: 31st December, 2019

(Dr. M.R. Patil)
PRINCIPAL

The following Faculty Members were present for the meeting held on Saturday ie 4th January, 2020 at 2.30 p.m. in F.Y.B.COM. (A) classroom.

1) M.R. Patil
2) Sukhaji G. Naik
3) Anil T. Thosare
4) Pankaj Shirodker
5) Sarvesh Sawant
6) Shamal Dessai
7) DR. VARSHA INGALHALLI
8) Kedarnath Tadkod

9) Mr Arun R Marathe
10) Nitesh Naik
11) Rudresh Mhamal.
12) Darshan Chamkar
13) Sunny Pandhre
14) Yogita Chodankar
15) Mr. Gautam G. Gaude
16) Dr. Sagar Mali
17) Mr. Vaddhav V. Pal
18) Mr. Rahul T. Gawas
19 Mr. Kuldeep A. Kamat
20 Ms. Kavita A. Gawas
21. Ms. Yogita Gawas
22 Ms. Vaibhavi P. Chodankar
23 Radhika. T. Gawar
24 Smeeta. G. Korkar
25 Nikita N. Shirodkar
26 Amar Kulkarni
27 Dr. Sonali Shankher.
28 Dr. Manisha V. Kulkarni
29 Rhythm V. Kenkre
30 Ms. Priya Gosavi
31 Kalidas M. Mhamal
32 Darshan Shankar Kandolkar
33 Shailesh G. Chodankar
34 Melissa Fernandes
35 Darshana Gawas
36 Pooja Kiran

2020-2021

NOTICE
(2020-21)
FACULTY MEMBERS

A meeting of faculty members will be held on Tuesday, 11rd May, 2021 at 12.00 noon through the Virtual Mode using the Google Meet Platform. The agenda for the meeting in given below. The link to join the meeting will be shared on the What's app group. All the faculty members are requested to attend the meeting.

1. Status of Syllabus Completion
2. ISA and Practicum marksheet of F.Y/S.Y/T.Y/Fourth Year (Semester-II/IV/VI/VIII)
3. Conduct of Examination
4. Conduct of Geography Practical Exam
5. Submission and Conduct of T.Y.B. Com and T.Y.B.A.B.Ed Project Viva
6. COVID-19 Duty for the Teaching Staff
7. Office Working during Lockdown and /or Work from Home Period
8. Any Other Business with the Permission of the Principal

Pratibhatai College of Commerce, Education, Computer & Management, Vidyanagar, Panvel, Goa

(Prof. Bhushan V. Bhave)
PRINCIPAL

— Office records.

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

Minutes of the Staff Meeting held on Tuesday, 11th May, 2021 at 12.00 noon

A meeting of faculty members was held on Tuesday, 11rd May, 2021 at 12.00 noon through the Virtual Mode using the Google Meet Platform. Prof. (Dr.) Bhushan Bhave, Professor and Principal of the College chaired the meeting and following faculty members and administrative staff were present for the meeting.

1. Dr. Anil Thosare
2. Shri. Arun Marathe
3. Dr. Ujvala Hanjunkar
4. Shri. Sunny Kanekar
5. Shri. Rudresh Mhamal
6. Dr. Pinkesh Dhabolkar
7. Dr. Varsha Ingalhalli
8. Shri. Kedarnath Tadkod
9. Shri. Sunny Pandhre
10. Shri. Darshan Gaonkar
11. Shri. Pankaj Shirodker
12. Ms. Shamal Dessai
13. Shri. Gautam Gaude
14. Dr. Sagar Mali
15. Shri. Uaddhav Pol
16. Ms. Priya Gosavi
17. Dr. Manisha Kulkarni
18. Dr. Sonali Shankwalkar
19. Shri. Kalidas Mhamal
20. Dr. Sangeeta Dessai
21. Shri. Kuldeep Kamat
22. Ms. Yogita Gauns
23. Ms. Yogita Chodankar
24. Shri. Rahul Gawas
25. Shri. Shailesh Chodankar
26. Shri. Nitesh Naik
27. Ms. Renuka Pardeshi
28. Shri. Amar Kulkarni
29. Ms. Santoshi Narvencar
30. Ms. Nikita Shirodkar
31. Ms. Kavita Gawas
32. Ms. Pradnya Tari
33. Ms. Smeeta Kerkar
34. Ms. Pooja Barve
35. Ms. Darshana Gawas
36. Ms. Radhika Gurav
37. Ms. Deeksha Naik
38. Shri. Dattaram Fale
39. Shri. Namdev Tulaskar
40. Shri. Rajaram Sandhye- Invitee
41. Shri. Ashay Naik -Invitee

The following members were not present for the meeting.
1. Shri. Darshan S. Kandolkar

Shri. Kuldeep Kamat, welcomed the Principal, Faculty members and administrative staff to the meeting. He informed that Prof. (Dr) Bhushan Bhave, Professor and Principal, Vidya Prabodhini College took charge of the College as the Professor and Principal on Tuesday, 04th May, 2021.

The Principal thanked Shri. Kuldeep Kamat, Faculty members and administrative staff for the warm welcome. He thanked all the faculty members and administrative staff for the best wishes. He once again welcomed the Faculty Members and administrative staff to the meeting.

Agenda 1: Status of Syllabus Completion

The Principal requested the faculty members to update about the Syllabus Completion. Dr. Anil Thosare, informed that 60 to 70 percent of the B.A.B.Ed program syllabus has been completed for the even semesters by the faculty members. Dr. Ujvala Hanjunkar informed that 70 to 80 percent of the B.Com program syllabus has been completed for the even semesters by most of the faculty members. Shri. Arun Marathe and Ms. Radhika Gurav informed the Principal that they wish to conduct extra classes (online mode) during the two-week vacation period from 11th to 24th May, 2021 as they have missed, some lectures in the month of April, 2021 due to health reasons.

Shri. Rudresh Mhamal informed that because he is assigned COVID-19 duty, he has prepared notes of the theory subject and the notes are provided to the students. He said that for subject which have practical component, it is difficult to engage online lecture, if a faculty member is put for COVID-19 duty. Shri. Sunny Kanekar, requested the Principal to please look into the matter regarding sports grace marks to the students, as the students are not able to participate sports events. He informed that some Colleges in the State of Goa have considered the option of organising events at College Level. The Principal said that he will discuss the issue with Principals of Other Colleges in the State of Goa. Dr. Manisha Kulkarni informed that files submission about the Practicum aspect of B.A.B.Ed students of third and fourth years is pending. She informed that 90 percent of the second year B.A.B.Ed students have submitted files with regard to the practicum aspect. The Principal requested Dr. Manisha Kulkarni to discuss and decide about the file submission with head of the department of education and give a deadline up to 01st June, 2021. The Principal also requested the faculty members not to conduct extra classes during vacation. He said the recorded videos and notes can be send the students and extra classes can be only conducted after 24th May, 2021.

Agenda 2: ISA and Practicum marksheet of F.Y/S.Y/T.Y/Fourth Year (Semester-II/IV/VI/VIII)

The Principal requested the staff members to update about the ISA and Practicum aspect for the even semesters. Dr. Ujvala Hanjunkar informed that first ISA for the third year students has been conducted in offline mode and for first year and second year students in online mode in the month of March, 2021. She also informed that ISA-II will be completed by 30th May, 2021. The Principal asked the faculty member, if there is a need to conduct third ISA in-case any student was absent or for improvement of performance by the student. Shri. Arun Marathe informed the Principal that, the concerned subject teacher will consider the request of the student and take decision of the third ISA. The Principal informed that 31st May, 2021 should be deadline for completion of all the ISA and Practicum aspect for the even semesters.

Dr. Anil Thosare informed that the B.A.B.Ed Program there are three ISA's. The first ISA was held in month of March, 2021. The Faculty Members have already assigned the students with work for the second and third ISA's. The Principal informed that the students should be contacted through emails/what's app/phone and informed about the submission. He said that all the submission must be completed latest by 05th June, 2021. The Principal requested the faculty members to be in contact with students and motivate the students during the difficult times.

Agenda 3: Conduct of Examination

The Principal informed that as per the circular of the Goa University the online exam will be held only after 8th June, 2021 and offline exams will be held only after 16th June, 2021. The Principal informed that the faculty members, mostly, will be able to engage online lectures after 24th May, 2021. Shri. Arun Marathe requested the Principal that a meeting of the exam committee should be held so that exam work can be planned. The Principal said that the meeting of exam committee should be held after 24th May, 2021.

Agenda 4: Conduct of Geography Practical Exam

The Principal requested the faculty in-charge of Geography department to update about the status of the Geography Practical. Dr. Sagar Mali informed that geography practical exam for the B.A.B.Ed. students will be completed by 16th June, 2021. The Principal requested the faculty in-charge to find out about the practical exam in other colleges in the state of Goa. He also informed that the department should plan for third year and fourth year geography practical exam as per the instructions of Goa University, Goa.

Agenda 5: Submission and Conduct of T.Y.B. Com and T.Y.B.A.B.Ed Project Viva

The Principal informed that the last date to submit project report in softcopy form to the College is 01st June, 2021. He informed that the project supervisors are requested to inform the students that project report must be submitted on time. Shri. Arun Marathe informed the Principal that 80 percent work regarding project has been completed. The Principal informed that online viva-voce exam should be planned, and the soft copy of the project report must be made available to the external examiner through email. He said that the students should also be properly instructed regarding preparing the project report, as images and graphs are part of the project report. He requested the faculty members to follow the timeline mentioned by the Goa University, Goa.

Agenda 6: COVID-19 Duty for the Teaching Staff

The Principal informed that Shri. Sunny Kanekar, Shri. Rudresh Mhamal, Dr. Pinkesh Dhabolkar, Shri. Kedarnath Tadkod, Shri. Kuldeep Kamat and Dr. Sagar Mali are appointed by the Collector for COVID-19 duty. He informed that some more faculty members also can be allotted COVID-19 duty. He requested the other faculty members of the respective department to help the faculty members in completion of syllabus, who are allotted COVID-19 duty. He also appreciated all the six faculty members working as frontline workers.

The Principal requested Shri. Darshan Gaonkar, NSS Convenor of the NSS Unit of the College update about the work of the NSS unit during the pandemic situation. Shri. Darshan Gaonkar informed that the NSS Volunteers are informed about the training programme organised by the Government of Goa. He said that the response of the NSS volunteers is awaited. The Principal requested each faculty member to be in contact with at least 10 students and motivate the students to come forward to work for the society. He said that each faculty member should contribute and work during the difficult time of pandemic. He also told that the fear in the minds of the students about the pandemic must be reduced and they should be told to work with proper COVID-19 protocol.

Dr. Pinkesh Dhabolkar inquired about the nature of duty which the NSS volunteers will have to take-up. The Principal said that the duty can be creating awareness about vaccination in villages, working with the Village Panchayat, telephonic conversation with the COVID-19 infected persons, etc, The Principal also requested Shri. Kedarnath Tadkod to inform the faculty members about the initiative started by him and his friends regarding fund raising activity for helping PHC's in the State of Goa.

Shri. Kedarnath Tadkod informed that donations are collected for donating PPE kits and other equipment's to PHC's in the State of Goa. He informed that the details are shared in the what's app group of the College and requested faculty members to go through and spread the message and voluntarily contribute for the cause. The Principal requested the faculty members to work with the Village Panchayat and Municipal areas of their locality and try to offer help to the society in the difficult times.

Agenda 7: Office Working during Lockdown and /or Work from Home Period

The Principal informed the faculty members that the Directorate of Health Services, Government of Goa have declared the faculty members of Goa University and Aided Institutions as frontline workers. He informed that Shri. Rajaram Sandhye, Head Clerk, of the College will brief the faculty members about the Certificate issued by the College to the frontline workers. Shri. Rajaram Sandhye, informed that the College Office will issue the certificate to the faculty members on 12th May, 2021 from 10.00 a.m. to 1.00 p.m. The faculty members are requested to apply to the College and carry their Aadhar card and collect the certificate on 12th May, 2021.

Any Other Business with the Permission of the Principal

1. Shri. Kedarnath Tadkod informed that work of preparing AQAR for the Academic Year 2020-21 should start at the earliest.
2. The Principal informed that results of the fifth and seventh semester must be analysed and step for improvement, in results, if any must be taken.
3. Dr. Anil Thosare informed that online submission of forms for VI and VII semesters of B.A.B.Ed. are in progress and students are informed about the same through a what's app message in the group.
4. Dr. Anil Thosare informed that the online submission of forms for VI semester of B.Com. is through the GUMS portal.

The meeting ended at 1.10 p.m. with thanks to all the faculty members by the Principal.

Date: 15th May, 2021

Place: Porvorim-Goa

PRINCIPAL

09-06-2021

NOTICE
(2020-21)
Faculty Members

A meeting of faculty members will be held on Tuesday, 11st May, 2021 at 12.00 noon through the Virtual Mode using the Google Meet Platform. The agenda for the meeting in given below. The link to join the meeting will be shared on the What's app group. All the faculty members are requested to attend the meeting.

1. Status of Syllabus Completion.
2. ISA and Practicum marksheet of F.Y/S.Y/T.Y/Fourth Year (Semester-II/IV/VI/VIII).
3. Conduct of Examination.
4. Conduct of Geography Practical Exam.
5. Submission and Conduct of T.Y.B. Com and T.Y.B.A.B.Ed Project Viva .
6. COVID-19 Duty for the Teaching Staff .
7. Office Working during Lockdown and /or Work from Home Period .
8. Any Other Business with the Permission of the Principal.

(Dr. Bhushan Bhave)
PRINCIPAL

Date: 10th May,2021

The following members were present for the meeting held through Google Meet Platform on Tuesday, 11th May, 2021 at 12.00 noon

1) Dr. Bhushan Bhave
2) Rajaram Sandye
3) Ceautam Gaude
4) Vaddhav Vijay Pol
5) Radhika Tulsidas Gurav
6) Nikita N. Shirodkar
7) Smeta G Kerkar
8) Pooja M. Baeve
9) Mr. Dattaram Fale
10) Dr. Manisha V. Kulkarni
11) Dr. Soneli Shankhlhee
12) Mr. Amar Kulkarni
13) Kalidas M. Mhamal
14) Nitesh Naik
15) Namdev E. Tulaskar
16) Kuldeep A Kamat
17) Sunny S. Pandhre

(18) Anu R Marathe
(19) Ujvala M. Hanjunkar
20. Dr. Vaisha Jugalkalli
21. Ms. Shamal Dessai
22. Mr. Sunny Kanekar
23. Pradnya Tari
24 Dr Sangeeta Dessai
25. Shailesh G. Chodankar
26. Dr. Pinkesh D. Dhabolkar
29. Dr. Anil T. Thosare
28 Darshan Gaonkar

Shirodkar College of Commerce, Education, Computer & Management, Vidyanagar, Parvan Goa

NOTICE
(2020-21)
(TEACHING FACULTY)

A meeting of the Teaching Staff is scheduled on **Tuesday, 29 June, 2021 at 11.00 a.m.** in F.Y.B.Com. class in physical mode by maintaining social distancing. All members are requested to attend the meeting with all precautions like wearing mask, use of sanitizers etc.

Agenda for the meeting is as under:

1. Confirmation of the Meeting of the last meeting held on 11th May 2021. (Hard Copy of the Minutes of the Meeting is kept in College Office)
1. Forthcoming Examinations:
   - **a.** SEE (OC-66 & OC-45)
   - **b.** Project Viva Voce
2. Admissions 2021-22
3. Academic Plan and Activities 2021-22
4. Discussion on IQAC and NAAC
5. A.O.B.

Date: 24th June, 2021

(Dr. Bhushan V. Bhave)
PRINCIPAL

Sr.	Name	Sign.	Sr.	Name	Sign.
1.	Dr. Anil T. Thosare		21.	Shri. Kuldeep A. Kamat	
2.	Shri. Arun R. Marathe		22.	Ms. Yogita M. Gauns	
3.	Dr. Ujvala M. Hanjunkar		23.	Ms. Yogita K. Chodankar	
4.	Shri. Sunny R. Kanekar		24.	Shri. Darshan S. Kandolkar	
5.	Shri. Rudresh U. Mhamal		25.	Mr. Rahul T. Gawas	
6.	Dr. Pinkesh D. Dhabolkar		26.	Mr. Shailesh G. Chodankar	
7.	Dr. Varsha B. Ingalhalli		27.	Shri. Nitesh D. Naik	
8.	Shri. Kedarnath S. Tadkod		28.	Mr. Amar T. Kulkarni	
9.	Shri. Sunny S. Pandhre		29.	Ms. Santoshi K. Narvekar	
10.	Shri. Darshan S. Gaonkar		30.	Ms. Nikita N. Shirodkar	
11.	Shri. Pankaj P. Shirodker		31.	Ms. Kavita A. Gawas	
12.	Ms. Shamal K. Dessai		32.	Ms. Pradnya D.Tari	
13.	Dr. Sagar P. Mali		33.	Ms. Deeksha S. Naik	
14.	Shri. Uaddhav V. Pol		34.	Mr. Dattaram D. Fale	
15.	Ms. Priya S. Gosavi		35.	Ms. Radhika T. Gurav	
16.	Shri. Gautam G. Gaude		36.	Ms. Pooja M. Barve	
17.	Dr. Sangeeta R. Dessai		37.	Ms. Darshana S. Gawas	
18.	Dr. Manisha V. Kulkarni		38.	Ms. Smeeta G. Kerkar	
19.	Dr. Sonali K. Shankhwalker		39.	Ms. Kajol K. Mangeshkar	
20.	Shri. Kalidas M. Mhamal		40.	Shri. Namdev E. Tulaskar	

Minutes of the Staff Meeting held on Wednesday, 03rd February, 2021 at 11.00 a.m.

A meeting of faculty members was held on Wednesday, 03rd February, 2021 at 11.00 a.m. in the F.Y.B.Com. A Classroom. Shri. Kuldeep A. Kamat, Officiating Principal of the College chaired the meeting and following faculty members were present for the meeting

1. Dr. Anil Thosare
2. Dr. Ujvala Hanjunkar
3. Shri. Rudresh Mhamal
4. Shri. Pinkesh Dhabolkar
5. Shri. Sunny Pandhre
6. Shri. Pankaj Shirodker
7. Ms. Shamal Dessai
8. Shri. Gautam Gaude
9. Dr. Sagar Mali
10. Shri. Uaddhav Pol
11. Ms. Priya Gosavi
12. Dr. Manisha Kulkarni
13. Dr. Sonali Shankwalkar
14. Dr. Sangeeta Dessai
15. Ms. Yogita Gauns
16. Ms. Yogita Chodankar
17. Shri. Darshan Kandolkar
18. Shri. Rahul Gawas
19. Shri. Kalidas Mhamal
20. Ms. Santoshi Narvencar
21. Ms. Nikita Shirodkar
22. Ms. Kavita Gawas
23. Ms. Pradnya Tari
24. Ms. Smeeta Kerkar
25. Ms. Darshana Gawas
26. Ms. Radhika Gurav

The Principal welcomed the faculty members to the meeting and placed on record appreciations to Students for participating in various curricular and extra-curricular activities.

Agenda 1: Confirmation of the minutes of the last meeting on 1st June, 2020

The minutes of the previous staff meeting held on 01st June, 2020 were read and unanimously passed by the faculty members.

Proposed by: Dr. Anil T. Thosare **Seconded by: Dr.Sagar Mali**

Agenda 02: Time Table for the Even Semesters of A.Y. 2020-21

The Principal informed that the online classes for the even semesters will be commence from 8th February, 2021. The time-table for both the programs will be displayed on notice board, College website. He requested the faculty members to engage the lecture in the respective class allotted to the faculty member. He informed that F.Y.B.Com. A classroom is temporarily allotted to the Higher Secondary School students for conduct of lecture and S.Y.B.Com. B Class is allotted to carry out the renovation work of the College Library. He said that the lectures scheduled for the two classes should be engaged in Library Reading Hall and ICT Lab. He informed that both the classes will be made available to the faculty members for lectures at the earliest.

Agenda 03: Mode of Teaching Learning for the Even Semesters for A.Y.2020-21

The Principal requested Shri. Uaddhav Pol, to inform the faculty members about the conduct of lectures in physical mode for the B.A.B.Ed. Program. He informed that classes for the B.Com. Program will be held through online mode. He informed that Goa University will review the situation at end of March, 2021. He also said that the B.Com. Students can be called for a lecture in physical mode if required and total lecture in physical mode during the semester should not exceed 50 percent of the total scheduled lectures. He also informed that COVID SOP should be strictly followed during the conduct of lectures in physical mode at all times.

Agenda 04: Results of examination of regular and repeat of all the Semesters for A.Y. 2020-21

The Principal informed that the semester end examinations results will be declared by the end of March, 2021. He also informed that exam remuneration for April and October, 2019 will be credited to bank account of the faculty members at the earliest.

Agenda 05: Project Paper for A.Y.2020-21

The Principal informed that last date to submit project report to the College Office is 31st March, 2021.

A.O.B.

1. The Principal informed that office renovation work will be taken up by the College.
2. The Principal told that all the files of Faculty Members for Career Advancement Scheme will be processed at the earliest.

The meeting ended at 12.30 p.m. with thanks to all the faculty members by the Chair.

Date: 04th February, 2021.

Place: Porvorim-Goa

(Shri. Kuldeep A. Kamat)

Officiating Principal

NOTICE
(Staff Meeting)
(2020-21)

A meeting of faculty members will be held on Wednesday i.e. 03rd February, 2021 in F.Y.B.Com, Division A classroom at 10.00 a.m. All the faculty members are requested to attend the same.

Agenda for the meeting is as under:

(1) Confirmation of the minutes of the last meetings on 1st June, 2020.

(2) Time - table for even Semesters for A.Y. 2020-21.

(3) Mode of teaching and learning for A.Y. 2020-21. (Theory/Practical)

(4) Result of examination of regular and repeat of all the Semesters for A.Y. 2020-21.

(5) Project work for A.Y. 2020-21.

(6) A.O.B.

Vidya Prabodhini College of Commerce, Education, Computer & Management, Vidyanagar, Panaji Goa

Date: 02nd February, 2021

(Mr. Kuldeep Kamat)
OFFTG. PRINCIPAL

The following Staff Members were present for the meeting held on Wednesday i.e. 3rd February, 2021 in F.Y. B.com. Div A classroom at 10.00 a.m.

1) Kuldeep A. Kamat
2) Gautam G. Gaude
3) Kavita Gawas
4) Smeeta Kerkar
5) Darshana S. Gawas
6 Ms. Yogita Gauns
7 Dr. Sangeeta Dessai
8 Yogita Chodankar

9 Radhika Gurav
10 Nikita Shinde
11. Sagar Mali
12 Vaddhav V. Pol
13. Dr. Smita Shankhlher
14. Ms. Priya Gosavi
15 Dr. Atul Thosare
16 Sunny Pandhre
17 Pinkesh Dhabolkar
18) Pankaj P. Shirodker
19) Kalidas M. Mhamal
20) Rudresh U. Mhamal
21 Shamal Dessai
22 Rahul T. Gawas
23 Darshan Kandolkar
24 Dr Manisha V. Kulkarni
25 Dr. Ujvala M. Hanjunkar
26 SANTOSHI NARVENCAR
27 Pradnya Tari

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

Minutes of the Staff Meeting held on Saturday, 03rd April, 2021 at 11.30 a.m.

A meeting of faculty members was held on Saturday, 03rd April, 2021 at 11.30 a.m. in F.Y.B.Com. A Classroom. Shri. Kuldeep Kamat, Officiating Principal of the College chaired the meeting and following faculty members were present for the meeting.

1. Dr. Anil Thosare
2. Shri. Arun Marathe
3. Dr. Ujvala Hanjunkar
4. Shri. Sunny Kanekar
5. Shri. Rudresh Mhamal
6. Shri. Pinkesh Dhabolkar
7. Dr. Varsha Ingalhalli
8. Shri. Kedarnath Tadkod
9. Shri. Sunny Pandhre
10. Shri. Darshan Gaonkar
11. Shri. Pankaj Shirodker
12. Ms. Shamal Dessai
13. Shri. Gautam Gaude
14. Dr. Sagar Mali
15. Shri. Uaddhav Pol
16. Ms. Priya Gosavi
17. Dr. Manisha Kulkarni
18. Dr. Sonali Shankwalkar
19. Shri. Kalidas Mhamal
20. Dr. Sangeeta Dessai
21. Ms. Yogita Gauns
22. Ms. Yogita Chodankar
23. Shri. Rahul Gawas
24. Shri. Shailesh Chodankar
25. Shri. Nitesh Naik
26. Ms. Renuka Pardeshi
27. Shri. Amar Kulkarni
28. Ms. Santoshi Narvencar
29. Ms. Nikita Shirodkar
30. Ms. Kavita Gawas
31. Ms. Pradnya Tari
32. Ms. Smeeta Kerkar
33. Ms. Pooja Barve
34. Ms. Darshana Gawas
35. Ms. Radhika Gurav
36. Ms. Deeksha Naik

Shri. Kuldeep Kamat, Officiating Principal, welcomed the Faculty members to the meeting. He informed that Dr Bhushan Bhave, will take charge of the College as the Professor and Principal in May, 2021.

The Principal informed the faculty members about the ongoing work and listed out the status of the work. He informed that:

1. Expenditure to repair the bus will be borne by Parent Teacher Association
2. A letter to Managing Director of KSTCL is sent, to start special bus service for the College Students.
3. A visit to the Hostel in Porvorim was organised by the PTA and teachers. He informed that Shri. Rajkumar Dessai has a hostel facility for about 25 students.
4. A Uniform Allowance of Rs 5000/- is per annum is provided to the MTS.
5. The work of Rs 14.31 lakhs sanctioned by the Directorate of Higher Education is completed. He placed on record his sincere gratitude to Shri. D.P. Pednekar, Dr. M.R.Patil and Dr. Sukhaji G. Naik and Shri. Shirshkumar Patil for getting the approval from DHE in the year 2020.
6. Air conditioners are installed in the library and office.
7. Hand showers and Exhaust Fans are installed in the Washrooms.
8. The College has purchased a camera.
9. The LAN connection is provided in all the classrooms and Staffroom.
10. The water tank is cleaned, and water purifier service contracts are renewed.
11. The purchases equipment for sports and gymkhana and geography lab are completed for the financial year 2020-21.
12. The purchases from the NSS regular fund are also completed.

The Principal requested Dr. Varsha Ingalhalli to place on record academic work of the faculty members, Ms. Yogita Gauns to place on record the Programs organised by the College and Ms. Yogita Chodankar to place on record the students' achievement during the Academic Year 2020-21. Ms. Nikta Shirodkar was requested to prepare a combine report of the above and submit to the Principal. The Principal informed that the College must refund fifty percent of the gymkhana and library fees to the students for the academic year 2020-21. He also informed that the College would appoint a Counsellor at the beginning of the A.Y. 2021-22. The Principal placed on record his appreciations to the Shri. Sunny S. Pandhre for having completed the entire work of Career Advancement Scheme with meticulous planning and effective execution. He informed the Faculty Members that Dr. R.V. Gaonkar appreciated the systematic filing and reporting during the CAS meeting held on 02nd March, 2021 in the College. He also thanked Dr. Anil Thosare, IQAC Coordinator and Chairperson of the Standing Committee for CAS work. He also placed on record his appreciations to all the faculty members and Students for participating in academic, co-circular and extra-circular activities during the A.Y. 2020-21.

Agenda 1: Confirmation of the minutes of the last meeting on 03rd February, 2021

The minutes of the previous staff meeting held on 03rd February, 2021 were read and unanimously passed by the faculty members.

Proposed by: Dr. Anil T. Thosare Seconded by: Shri. Darshan S. Kandolkar

Agenda 2: Proposal for Apprenticeship/Internship Based Program

The Principal informed that Shri. Pinkesh Dhabolkar will update the faculty members about the apprenticeship/internship-based program. Shri. Pinkesh Dhabokar informed that the Goa University wants to the College to design an apprenticeship/internship-based program and sign a MOU with the Industry. He informed that the UGC has requested the University to start apprenticeship/internship-based program in affiliated colleges. He informed that at the most some inputs can be provided to the University by 05th April, 2021. He informed that designing a program requires more time. Shri. Arun Marathe and Dr. Varsha Ingalhalli also informed the Principal that apprenticeship/internship-based program and signing MOU with industry requires more time and cannot be done at a short notice. They said that in Goa, industries are not allowing the students to enrol for internship and even master's degree Program the students arrange internship for themselves and the University is not able to provide internship to even 60 students every academic year. It was decided that a meeting of the faculty members should be held and course of action in preparing the apprenticeship/internship-based program should be discussed and finalised. Shri. Kedarnath Tadkod informed that the College must sign MOUs with four or five schools during the academic year. It was decided to call a separate meeting of faculty members to discuss the matter of signing MOUs with the schools in the state of Goa.

Agenda 03: DHE Circular about organisation of the Seminar/Workshop by the College

The Principal informed that the College has received a circular inviting proposal for seminar and workshop. Dr. Varsha Ingalhalli told that the College should collaborate with other colleges and submit a proposal. She cited an example of how SVVM's Swami Vivekanand College of Commerce, Ponda-Goa has signed MOU with SSA Government College of Arts and Commerce, Pedne and are jointly organising workshop and seminars. The Principal requested the faculty members to send four proposals from the College for organising seminars and workshops. Two each from Commerce and Education. He requested Dr. Ujvala Hanjunkar to hold a meeting of the Department of Commerce and finalise two in-charge teachers who will submit the proposals. He also requested Shri. Kedarnath Tadkod and Dr. Manisha Kulkarni to work on proposal on the topic Influence of Gandhian thought and models of teaching. He informed that 30th April, 2020 is the last date to submit the proposals to DHE.

Agenda 04: Department wise activities for the Academic Year 2021-22

The Principal informed that department wise plan of activities to be conducted for the next academic year 2021-21 should be discussed and finalised in the departmental meeting. He informed that the plan should be ready by 31st May, 2021. He appointed the following teachers as teacher in-charge to hold meeting and prepare the plan:

Sr. No.	Name of the Department	Faculty In-charge
1	Department of Languages	Shri. Kedarnath Tadkod
2	Department of Social Science	Dr. Sagar Mali
3	Department of Education	Dr. Anil Thosare
4	Department of Commerce	Dr. Ujvala Hanjunkar
5	Department of Fine and Performing Arts	Shri. Kalidas Mhamal
6	Students' Council	Shri. Rudresh Mhamal
7	NSS	Shri. Darshan Gaonkar
8	Department of Physical Education and Sports	Shri. Sunny Kanekar

Agenda 5: Submission of T.Y.B. Com and T.Y.B.A.B.Ed Project Report

The Principal informed that the last date to submit project report to the College is 30th April,2021. He informed that the project supervisors are requested to inform the students that project report must be submitted on time. The Principal informed that viva-voce exam should be planned, and the project report must be made available to the examiner in advance. He requested the faculty members to follow the timeline mentioned by the Goa University, Goa. He also informed that as the project reports are received the internal viva-voce exam should be conducted without waiting for all the students to submit the project report.

Agenda 6: Construction of New School Building by Prabodhan Education Society

The Principal informed the staff members that a meeting of few senior teachers with management was held on 27th March, 2021. He requested Shri. Arun Marathe to update the faculty members about the meeting. Shri. Arun Marathe told the society is planning to built a new building for the pre-primary and primary students of the schools managed by the society. He said that the project is of 3000 square meters and cost is around Rs. 6.7 crore. He informed that the estimate of Rs 23,000/- per square meter is informed. To the faculty members during the meeting.

He told that the Management has informed that the faculty members should approach ex-students/students and parents along with other stakeholders with the request to donate for the new school building. The Principal told the donation is exempted from tax under section 80G of the Income Tax Act 1961. He informed that there is a meeting scheduled with Management and all the faculty members of the College on 19th April, 2021 in the College. He requested all the faculty members to contact the ex-students, parents, and present students telephonically. The head of the departments of Commerce and Education will allot the work to the faculty member and circulate the names of the faculty in-charge for each batch of students and ex-students. The heads of department will also take follow-up meeting and update the Principal on 19th April, 2021. Dr. Varsha Ingahalli requested the Principal for a brochure or an appeal from the management about proposed construction of new school building. The Principal also informed that few faculty members have donated certain amount of money when the appeal was made in the academic year 2016-17 for the new school building.

Any Other Business (A.O.B.)

1. The Principal informed that the pending exam remuneration will be paid to faculty members at the earliest.
2. The Principal also informed that in all 10 promotions of nine teaching and one non-teaching staff are successfully conducted.
3. The Principal requested Shri. Kedarnath Tadkod to take appointment of the Registrar of the Goa University to discuss about re-structure of the B.A.B.Ed. Program.

The meeting ended at 12.30 p.m. with thanks to all the faculty members by the Principal.

Date: 05th April, 2021

Place: Porvorim-Goa

Vidya Prabodhini College of Commerce, Education, Computer & Management, Vidyanagar, Parvari Goa

PRINCIPAL

NOTICE
(2020-21)
(Teaching and Non-Teaching Staff)

A meeting of faculty members will be held on Saturday i.e. 03rd April, 2021 in the F.Y.B.Com - Division A classroom at 11.30 a.m. All the faculty members are requested to attend the same.

Agenda for the meeting is as under.

1. Confirmation of the Minutes of the last meeting held on 3rd February, 2021.
2. Proposal for Apprenticeship/Internship Embedded Degree Programme.
3. DHE Circular with regard to organisation of the Seminars/Workshop by the College.
4. Action plan for conduct of departmental activities for next academic year 2021-22.
5. Project work for Academic Year 2020-21.
6. Appeal for contribution for New School Building of Prabodhan Education Society.
7. A.O.B.

Date: 31st March, 2021

(Kuldeep A Kamat)
OFFTG. PRINCIPAL

FACULTY:-

The following faculty members were present for the meeting held on Saturday i.e 03rd April 2021 in F.Y.B.com. DIV- A Classroom at 11.30 a.m.

1) Kuldeep A Kamat
2) Gautam Gaude
3) Arun R Marath
4) Santoshi Narvencar
5) Dr. Vjvala Manjunkar
6) Darshana S. Gawas
7) Ms. Yogita Gauns
8) Ms. Nikita Shirodkar
9) Mrs. Pooja M. Barve
10) Mrs. Radhika Gurav
11) Nitish Naik

12) Mr. Dattaram Fale
13) Yogita Chodankar
14) Ms. Priya Gosavi
15) Dr. Anil T. Thosare
16) Sunny S. Pandhre.
17) Dr. Varsha Jugalkalli
18) Mr. Shailesh G. Chodankar
19) Mr. Pankaj P. Shirodker
20. Mr. Kedarnath Tadkod
21. Dr. Soneli Shanbhag
22. Dr. Sangeeta. Dessai
23 Darshan Shankar Kandolkar
24. Kalidas M. Mhamal
25. Rudresh Mhamal
26. Rahul T. Gawas
27. Amar T. Kulkarni
28. Sunny R. Kanekar
29. Shamal Dessai
30 Pinkesh Dhabolker
31 Vaddhav Vijay Pol
32 Smeeta G. Kerkar

2021-2022

Prabodhan Education Society's

Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidyanagar, Alto-Parvari-Goa

NOTICE
(2020-21)
Faculty Members

A meeting of the Teaching Staff is scheduled on **Saturday, 09th October, 2021** at **11.00 a.m.** in the College in physical mode by maintaining social distancing. All the members are requested to attend the meeting with the precautions of wearing mask, use of sanitizers, etc.

The Agenda for the meeting is given below

1. Confirmation of the minutes of the last meeting held on 06th September, 2021 (Staff Secretary)
2. Project Paper for Academic Year 2021-22 (Project Coordinators of B.Com.& B.A.B. Ed)
3. Conduct of ISA for the Odd Semesters of 2021-22 (B. Com: Dr. Pinkesh Dhabolkar & B.A.B.Ed. Shri. Uaddhav Pol)
4. 75 Hours Community Work for University and College Teachers (Convenors of NSS, Student Council & Extension Committee)
5. Review of Implementation of the Suggestions made by IQAC of the College (Coordinator of IQAC)
6. Review the preparation for the AQAR for A.Y.2021-22 (Coordinator of NAAC)
7. Implementation of the Plans, Proposed by the Departments and Committees for the A.Y. 2021-22.
8. Any Other Business with the permission of the Principal

Date: 04th October, 2021

Vidya Prabodhini College of Commerce, Education, Computer & Management, Vidyanagar, Parvari Goa

(Prof. Bhushan V. Bhave)
PRINCIPAL

The following members were present for the meeting held on 09th October, 2021 at 11.00 a.m. in the College.

1) Bhushan Bhave
2) Gautam G. Gaude
3) Uaddhav V. Pol
4) Sagar Mali
5) Arun R. Marath
6) Sandesh M. Gawas
7) Nitesh Naik
8) Dr. Sonali Shanbhag
9) Dr. Sangeeta Dessai
10) Pragati Prakash Joshi
11) Priyanka Naik
12) Yogita Chodankar
13) Achielia Fernandes
14) Dr. Vivala Hanunk

15) Dr Anil Thosare
16) Dr. Varsha Bugalhalli
17) Ms. Sima S. Arondekar
18) Sunny S. Pandhre
19) Pankaj Shirodker
20) Darshan S. Gaonkar
21) Yogita Gauns
22) Rudresh Mhamal
23) Kalidas M. Mhamal
24. Dr. Pinkesh D. Dhabolkar
25. Shailesh G. Chodankar
26. Nikita N. Shirodkar
27) Kedarnath Tadkod
28) Shamal Dessai
29. Sunny Kanekar

Vidya Prabhu College of Commerce, Education, Computer & Management Studies, Vidyanagar, Parvan Goa

Prabodhan Education Society's

Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidyanagar, Alto-Parvari-Goa

Minutes of the Staff Meeting held on Friday, 12th November, 2021 at 12.05 p.m.

The meeting of the Teaching Staff was held on **Friday, 12th November, 2021** 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	Associate Professor
Dr. Ujvala Hanjunkar	Assistant Professor
Shri. Arun Marathe	Assistant Professor
Shri. Sunny Kanekar	College Director of Physical Education & Sports
Shri. Rudresh Mhamal	Assistant Professor
Dr. Pinkesh Dhabolkar	Assistant Professor
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
Ms. Shamal Dessai	Assistant Professor
Dr. Sagar Mali	Assistant Professor
Shri. Uaddhav Pol	Assistant Professor
Shri. Gautam Gaude	Assistant Professor
Shri. Kalidas Mhamal	Assistant Professor
Dr. Sangeeta Dessai	Assistant Professor
Dr. Manisha Kulkarni	Assistant Professor
Dr. Sonali Shankhwalker	Assistant Professor
Shri. Kuldeep Kamat	Assistant Professor
Ms. Yogita Gauns	Assistant Professor
Shri. Darshan Kandolkar	Assistant Professor
Ms. Yogita Chodankar	Assistant Professor
Shri. Rahul Gawas	Assistant Professor
Shri. Shailesh Chodankar	Assistant Professor
Shri. Saish Nayak Dalal	Assistant Professor
Ms. Dhanashri Balo	Assistant Professor
Shri. Nitesh Naik	College Librarian
Ms. Pradnya Tari	Assistant Professor
Ms. Priyanka Pednekar	Assistant Professor
Ms. Kavita Gawas	Assistant Professor
Ms. Radika Gurav	Assistant Professor
Ms. Pragati Joshi	Assistant Professor
Ms. Priyanka Naik	Assistant Professor
Ms. Achielia Fernandes	Assistant Professor

Prabodhan Education Society's

Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidyanagar, Alto-Parvari-Goa

Minutes of the Staff Meeting held on Friday, 12th November, 2021 at 12.05 p.m.

The meeting of the Teaching Staff was held on **Friday, 12th November, 2021** 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	Associate Professor
Dr. Ujvala Hanjunkar	Assistant Professor
Shri. Arun Marathe	Assistant Professor
Shri. Sunny Kanekar	College Director of Physical Education & Sports
Shri. Rudresh Mhamal	Assistant Professor
Dr. Pinkesh Dhabolkar	Assistant Professor
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
Ms. Shamal Dessai	Assistant Professor
Dr. Sagar Mali	Assistant Professor
Shri. Uaddhav Pol	Assistant Professor
Shri. Gautam Gaude	Assistant Professor
Shri. Kalidas Mhamal	Assistant Professor
Dr. Sangeeta Dessai	Assistant Professor
Dr. Manisha Kulkarni	Assistant Professor
Dr. Sonali Shankhwalker	Assistant Professor
Shri. Kuldeep Kamat	Assistant Professor
Ms. Yogita Gauns	Assistant Professor
Shri. Darshan Kandolkar	Assistant Professor
Ms. Yogita Chodankar	Assistant Professor
Shri. Rahul Gawas	Assistant Professor
Shri. Shailesh Chodankar	Assistant Professor
Shri. Saish Nayak Dalal	Assistant Professor
Ms. Dhanashri Balo	Assistant Professor
Shri. Nitesh Naik	College Librarian
Ms. Pradnya Tari	Assistant Professor
Ms. Priyanka Pednekar	Assistant Professor
Ms. Kavita Gawas	Assistant Professor
Ms. Radika Gurav	Assistant Professor
Ms. Pragati Joshi	Assistant Professor
Ms. Priyanka Naik	Assistant Professor
Ms. Achielia Fernandes	Assistant Professor

Prabodhini College of Commerce, Education, Computer & Management, Vidyanagar, Parvari Goa

Ms. Sima Arondekar	Assistant Professor
Shri. Swapnil Naik	Assistant Professor
Shri. Nikhil Lotlikar	Assistant Professor
Ms. Rupali Harmalkar	Assistant Professor
Ms. Rachi Dessai	Assistant Professor
Shri. Siddhesh Naik	Upper Division Clerk- Office Representative

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
Ms. Kajol Mangeshkar	Assistant Professor	Lectures at VM Salgaonkar Law College

The following members were absent for the meeting:

Name of the Member (s)	Role
Shri. Sandesh Gawas	Assistant Professor

The Principal, welcomed the members and initiated/set forth 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 09th October, 2021	The minutes of the previous staff meeting held on 09th October 2021 were circulated among the faculty members.	The minutes of the previous staff meeting held on, 2021 were 09th October 2021 unanimously passed by the faculty members. Proposed by: Dr. Anil Thosare Seconded by: Shri. Rudresh Mhamal	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: Project Paper for Academic Year 2021-22	Shri. Sunny Pandhre, Project Coordinator for the B.Com. Program informed that the list of names of the students along with the names project supervisors and tittles will be sent to Goa University by 15th November, 2021.	1. The list of title of the projects of B.Com will be sent to Goa University by 15th November, 2021	The Project Coordinators of the College will work and execute the decisions as per the decision in the meeting. The Head of the Dept of Education will report to the Principal about the query raised by Shri. Kuldeep Kamat

	Shri. Rahul Gawas informed Project Coordinator for the B.A.B.Ed Program informed that the list of names of the students along with the names project supervisors and tittles will be sent to Goa University by 17th November, 2021. Shri. Kuldeep Kamat asked whether faculty members of teaching Methodology of Education in a particular subject can work on the projects of Subject area or only education. Secondly, he raised a doubt about it is mandatory to select a topic related to locality only	2. The list of title of the projects of B.A.B.Ed will be sent to Goa University by 17th November, 2021. 3. The Principal instructed the Head of the Department to find out whether Methodology Teachers can work in subject area or Education or both. He said that is locality theme is a suggestion and if any faculty member has a doubt, it can be discussed with the Principal.	
Agenda III: Status about 75 Hours Community Work for the College Teachers	The Principal informed that the faculty members should visit the Panchayat and arrange for meeting with the Panch Members and other people from the locality. He informed that the first person in the list of Committees of each Village Panchayat will be the Convenor of the Committee. He explained the importance of conduct of Socio-economic survey for the College	1. It was decided to extend the date of completion of the work allotted to the panchayat wise committee to 06th December, 2021 2. Shri. Darshan Gaonkar to Collect the data of B.Com. Students and make it available to all the Committee Convenors by	The Convenor of the Extension Committee, Each Convenor of the Committee (Panchayat Wise) to execute the decisions. Shri. Darshan Gaonkar to provide the B.Com. Student data to each Convenor. (Panchayat Wise).

	The Principal requested Shri. Darshan Gaonkar to prepare a Google Form and collect the Panchayat wise data of B.Com student	19th November, 2021.	
Agenda IV: Submission of AQAR 2020-21	Shri. Arun Marathe informed that a meetings of criterion committee convenors are in progress. The objective of the meeting is orient the members of each Convenor of Criterion Committee to work with the Convenor of Working Committees and develop aims and objectives for each working committee. He also requested all the Working Committee Convenors to develop plan of action for next two years and frame rules and regulations, also plan the activities and also try to upload the plans on the website. The Principal informed that all the photographs of the College Activities should be Geo-Tagged, as per the NAAC requirement	1. It was decided that the work with regard to develop a linkage between Working Committees and Criterion Convenors will be completed and the AQAR for the Academic Year 2020-21 will be ready by 15th December, 2021.	The Convenor of the NAAC to take follow-up and complete the work.
A.O.B.	1. The Principal requested Convenor of the Mentoring Committee to start the work of	The suggestions made by the faculty members will be implemented and the programs if any will be held	The respective Coordinators, Convenors and Head of the Departments to take necessary

	allocation of students to mentors. 2. The Principal informed that the Library will be open till 4.30 p.m. on all working days and office will remain open till 5.40 p.m. 3. The Principal informed that a suggestion box and Early Going Register for Students will be available in the College Office. 4. Shri. Rudresh Mhamal requested the Faculty Members to make entry of the visistors register of the library every time they visit the library. 5. Shri. Kedarnath Tadkod said that the planning for even semester internship must be done at the earliest. 6. Dr. Ujvala Hanjunkar informed that the Classes of First, Second and Third Year B.Com will be held through Offline mode from 22nd November, 2021.		steps and execute the decisions.

	7. Dr. Sangeeta Dessai informed that the College will release its Magazine for Academic Year 2020-21 on 19th December, 2021.		

The meeting ended at 1.30 p.m. with a vote of thanks to all the participants of the meeting

Minutes drafted by: Staff Secretary.

Date: 22-11-2021
Place: Parvari-Goa

(Prof. Bhushan V. Bhave)
Principal

Prabodhan Education Society's

Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidyanagar, Alto-Parvari-Goa

NOTICE
(2020-21)
Faculty Members

A meeting of the Teaching Staff is scheduled on **Friday, 12th November, 2021 at 12.15 noon** in the College in physical mode by maintaining social distancing. All the members are requested to attend the meeting with the precautions of wearing mask, use of sanitizers, etc.

The Agenda for the meeting is given below

1. Confirmation of the minutes of the last meeting held on 09th October, 2021 (Staff Secretary)
2. Project Paper for Academic Year 2021-22 (Project Coordinators of B.Com.& B.A.B. Ed)
3. Status about 75 Hours Community Work for College Teachers (Convenors of Extension Committee)
4. Submission of the AQAR for A.Y.2020-21 (Coordinator of NAAC)
5. Any Other Business with the permission of the Principal

Date: 08th November, 2021

(Prof. Bhushan V. Bhave)
PRINCIPAL

The following members were present for the meeting held on Friday 12th November, 2021 at 12.15 p.m. in the College

1) Bhushan Bhave
2) Siddhesh R. Naik
3) Nikhil G.D Lotlikar
4) Swapnil S Nan
5) Saish S. Nayak Dalal
6) Rahul Gawas
7) Nitesh Naik
8) Dr. Manisha Kulkarni
9) Dr. Sonali Shanbhag
10) Dr. Varsha Ingalhalli
11) Ms. Shamal Dessai
12) Kedarnath Tadkod
13) Priyanka R. Pednekar
14) Kuldeep N Kamat
15) Darshan Kandolkar
16) Yogita Chodankar
17) Dr. Ujvala M. Haryunikar
18) Dr. Anil T. Thasare

19) Arun R Marathe
20) Gautam G. Gaude
21) Sagar P. Mali
22) Rupali Harmalkar
23) Ms. Dhanashri S. Bale
24) Sima S. Arondekar
25) Rachi R. Dessai
26 Kavita A. Gawas
27 Priyanka Naik
28. Sunny Kanekar
29 Pragati Joshi
30 Radhika T. Gurav
31 Dr. Sangeeta Dessai
32 Yogita Gauns
33 Achielia Fernandes
34 Rudresh Mhamal
35 Kalidas M. Mhamal
36 Dr. Pinkesh Dhabolkar
37. Pradnya Tari
38. Shailesh G. Chodankar
39) Pankaj P. Shirodker
40) Darshan S. Chaonkar
41) Sunny S. Pandhre
42) Vaddhav V. Pol

Vidya Prabodhini College of Commerce, Education, Computer & Management, Vidyanagar, Parvari Goa

Prabodhan Education Society's

Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidyanagar, Alto-Parvari-Goa

Minutes of the Staff Meeting held on Tuesday, 14th December, 2021 at 11.05 a.m.

The meeting of the Teaching Staff was held on **14th December, 2021** 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
Shri. Arun Marathe	Assistant Professor
Shri. Sunny Kanekar	College Director of Physical Education & Sports
Shri. Rudresh Mhamal	Assistant Professor
Dr. Pinkesh Dhabolkar	Assistant Professor
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
Ms. Shamal Dessai	Assistant Professor
Dr. Sagar Mali	Assistant Professor
Shri. Uaddhav Pol	Assistant Professor
Shri. Gautam Gaude	Assistant Professor
Shri. Kalidas Mhamal	Assistant Professor
Dr. Manisha Kulkarni	Assistant Professor
Shri. Kuldeep Kamat	Assistant Professor
Ms. Yogita Gauns	Assistant Professor
Ms. Yogita Chodankar	Assistant Professor
Shri. Rahul Gawas	Assistant Professor
Shri. Saish Nayak Dalal	Assistant Professor
Ms. Dhanashri Balo	Assistant Professor
Shri. Nitesh Naik	College Librarian
Ms. Pradnya Tari	Assistant Professor
Ms. Priyanka Pednekar	Assistant Professor
Ms. Prena Palekar	Assistant Professor
Ms. Shrishti Tamankar	Counselor
Ms. Kavita Gawas	Assistant Professor
Ms. Pragati Joshi	Assistant Professor
Ms. Achielia Fernandes	Assistant Professor
Shri. Swapnil Naik	Assistant Professor
Shri. Nikhil Lotlikar	Assistant Professor
Ms. Rupali Harmalkar	Assistant Professor
Ms. Rachi Dessai	Assistant Professor
Shri. Sandesh Gawas	Assistant Professor

Shri. Rajaram Sandye	Head Clerk- Office Representative

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
Dr. Ujvala Hanjunkar	Assistant Professor	Attended FDP at DHE

The following members were absent for the meeting:

Name of the Member (s)	Role
Dr. Sangeeta Dessai	Assistant Professor
Dr. Sonali Shankhwalker	Assistant Professor
Shri. Darshan Kandolkar	Assistant Professor
Shri. Shailesh Chodankar	Assistant Professor
Ms. Kajol Mangeshkar	Assistant Professor
Ms. Sima Arondekar	Assistant Professor
Ms. Priyanka Naik	Assistant Professor
Ms. Radika Gurav	Assistant Professor
Ms. Sonali Naik	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 12th November 2021.	The minutes of the previous staff meeting held on 12th November 2021 were circulated among the faculty members.	The minutes of the previous staff meeting held on, 2021 were 12th November 2021 unanimously passed by the faculty members. Proposed by: Shri. Kedarnath Tadkod Seconded by: Shri. Sunny Kanekar	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: Conduct of B. Com and B.A.B. Ed. FY/SY/TY/Fourth Year Semester End Examination, January, 2022.	Shri. Arun Marathe, informed that the Odd Semester End Exam will commence from 14th January, 2022. The exam will be held in offline mode and the timing for First Year will be 9.00 to 11.00 a.m. Second Year will be	1. The ISA marksheet should be submitted by 23rd December, 2021. 2. The results of the Semester End Exam will be declared by 14th Feb, 2022. 3. The Mark entry of ISA marks of	The Convenors and Members of Exam Committee, ISA Monitoring Committee, Head Clerk and Accountant to take necessary action to implement the decisions taken.

12.00 noon to 2. 00 p.m. Third Year and Fourth Year Exams will be held from 10.00 a.m. to 12.00 noon and the Repeat Exam will be held from 2.00 to 4.00 p.m. The list of Paper Setters, Time Table and will be circulated by 15th of December, 2021. He also informed that the Geography Practical Exam will be conducted on 10th and 11th January, 2022. Dr. Pinkesh Dhabolkar informed submission of ISA marks by the Faculty Members to the College Exam Committee and also asked about the remuneration to be paid for Answer Key for F.Y./S.Y./T.Y. and Fourth Year Exams conducted by the College.	each subject will be done through IAIMS portal. 4. The Principal informed that the remuneration for FY/SY/TY/Fourth Year for Answer Key should be paid as per the notification of the Goa University. 5. The Principal instructed to College Exam Committee to have joint meeting with Attendance Monitoring Committee and Discipline Committee to take review of ISA defaulters (if any). He also informed the faculty members to conduct the ISA online,incase the student is unable to attend the regular class. 6. The Principal also instructed that the remuneration of the Even Semester Exams held in July/August 2021 be paid to the concerned Faculty Members at the earliest.	

Agenda III: Progress of 75 Hours Community Work for the College Teachers	The Principal inquired about the progress of work about 75 hours of Community work. All the Convenors of the Panchayat wise Committee informed that the visit to the Panchayat is completed. The Principal suggested that the meeting of Panch Member and the Committee should be held to create awareness about the educational survey and also the Principal and Vice-Principal may be invited for the meeting.	1. The meeting with the Panch Members and the faculty members must be completed by 23rd December, 2021. 2. The Work of the actual survey to start from January, 2022.	The Convenor and members of each Panchayat wise Committee along with the Convenors of NSS and Extension Committee to implement the discussion.
Agenda IV: Submission of AQAR 2020-21	Shri. Arun Marathe informed that AQAR 2020-21is ready for the submission to the NAAC. He informed that a final review of the AQAR will be held on 18th December at 2.30 p.m.	1. The AQAR will be submitted on 23rd December, 2021. 2. The Principal informed the NAAC Steering Committee should go through the Self Study reports of all the Colleges in the state of Goa with NAAC A Grade during the third cycle.	The Convenor of the NAAC to take follow-up and complete the work.
Agenda IV: Submission of Performance Appraisal Report (PAR) to NCTE for A.Y. 2020-21.	Dr. Anil Thosare informed that PAR is to be submitted to the NCTE latest by 31st January, 2022. He informed that the details of each faculty	1. The faculty members of B.A.B.Ed should enter the academic details on NCTE website	The Head of Department of Education and Faculty Members of B.A.B.Ed. Program to complete the

	member of B.A.B.Ed Program along with details of the Member of Prabodhan Education Society and also other details about the College must be uploaded on NCTE website.	by 23rd December, 2021. 2. The list of Working Committee to be prepared for collection of the required data for NCTE	work related to PAR.
A.O.B.	1. Shri. Pankaj Shirodker informed that a book to record details of remedial classes is kept in the College Staffroom. 2. Dr. Pinkesh Dhabolkar informed that AISHE data will be submitted by end of February, 2022. 3. Shri. Arun Marathe informed that Mr. Balaji Naik, System Administrator will be looking after the IAIMS portal and issues related to the portal. 4. Shri. Gautam Gaude informed about the Inter-Collegiate Micro Teaching Competition to be held in December, 2022. 5. Shri. Kedarnath Tadkod suggested the systems and projectors in each class should be	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.

	checked and if not workable, be replaced. He also told the cables and remotes should be properly placed in each classroom. 6. The Principal informed that the students should be involved for conduct of academic activities. 7. The Principal informed the Head Clerk to arrange Gold Medals to be given to the students during the Academic Year 2020-21. (Gold Medals are given to the students from the interest of the corpus fund of Rs. One lakh given by Shri. Dnyaneshwar P. Pednekar)		

The meeting ended at 1.00 p.m. with a vote of thanks to all the participants of the meeting.

Minutes drafted by: Staff Secretary.

Date: 23-12-2021
Place: Parvari-Goa

(Prof. Bhushan V. Bhave)
Principal

Prabodhan Education Society's

Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidyanagar, Alto-Parvari-Goa

NOTICE
(2020-21)
Faculty Members

A meeting of the Teaching Staff is scheduled on **Tuesday, 14th December, 2021** at **11.05 a.m.** in the College in physical mode by maintaining social distancing. All the members are requested to attend the meeting with the precautions of wearing mask, use of sanitizers, etc.

The Agenda for the meeting is given below

1. Confirmation of the minutes of the last meeting held on 12th November, 2021.
   (Staff Secretary)
2. Conduct of B. Com and B.A.B. Ed. FY/SY/TY/Fourth Year Semester End Examination, January, 2022.
   (Chairman, College Examination Committee)
3. Progress of 75 Hours Community Work for College Teachers
   (Convenors of each Village Panchayat)
4. Submission of the AQAR for A.Y.2020-21
   (Coordinator of NAAC)
5. Submission of Performance Appraisal Report (PAR) to NCTE for A.Y. 2020-21.
   (Coordinator of PAR)
6. Any Other Business with the permission of the Principal

Date: 08th December, 2021

(Prof. Bhushan V. Bhave)
PRINCIPAL

The following members were present for the meeting held on Tuesday, 14th December, 2021 at 11.05 a.m. in the College.

1) Bhushan Bhave
2) Shrishti S Tamankar
3) Arun R Marathe
4) Vaddhav V. Pol
5) Rajaram S Sindye
6) Gautam G. Gawde
7) Swapnil Naik
8) Sarish S. Nayak Dalal
9) Nitesh Naik
10) Ms. Priyanka R. Pednekar
11) Pragati P. Joshi
12) Rahul T. Gawas
13) Varsha Ingalhalli
14) Kedarnath Tadkad
15) Kuldeep D. Kamat
16) Yogita Chodankar

17) Sagar P. Mali
18. Dr. Anil T. Thosare
19. Nikhil G.D Lothiar
20. Darshan S. Gaonkar
21. Dr. Pinkesh Shabolker
22 Dr Sandesh M. Gawas
23. Mr. Pankaj Shirodker
24. Rudresh Mhamal
25. Kalidas Mohan Mhamal
26. Ms. Dharashri Siddhesh Balo
27. Mr. Sunny Kanekar
28. Pradnya Tari
29. Yogita Gauns
30. Achielia Fernandes
31. Rupali Harmalkar
32 Kavita A. Gawas
33 Preena S. Palekar
34 Rachi R Dessai
35. Shamal K. Dessai
36 Dr. Manisha V. Kulkarni
37 Sunny S. Pandhre

Prabodhan Education Society's

Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidyanagar, Alto-Parvari-Goa

Minutes of the Staff Meeting held on Tuesday, 11th January, 2022 at 10.00 a.m.

The meeting of the Teaching Staff was held on **11th January, 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 Hanjunkar	Assistant Professor
Shri. Arun Marathe	Assistant Professor
Shri. Rudresh Mhamal	Assistant Professor
Dr. Pinkesh Dhabolkar	Assistant Professor
Shri. Nitesh Naik	College Librarian
Shri. Kedarnath Tadkod	Assistant Professor
Shri. Sunny Pandhre	Assistant Professor
Shri. Pankaj Shirodker	Assistant Professor
Ms. Shamal Dessai	Assistant Professor
Dr. Sagar Mali	Assistant Professor
Shri. Gautam Gaude	Assistant Professor
Shri. Kalidas Mhamal	Assistant Professor
Dr. Manisha Kulkarni	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. Darshan Kandolkar	Assistant Professor
Shri. Shailesh Chodankar	Assistant Professor
Ms. Dhanashri Balo	Assistant Professor
Ms. Pradnya Tari	Assistant Professor
Ms. Priyanka Pednekar	Assistant Professor
Ms. Prena Palekar	Assistant Professor
Ms. Shrishti Tamankar	Counselor
Ms. Achielia Fernandes	Assistant Professor
Ms. Priyanka Naik	Assistant Professor
Shri. Nikhil Lotlikar	Assistant Professor
Shri. Rajaram Sandye	Head Clerk- Office Representative

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

The following members were absent for the meeting

Name of the Member (s)	Role
Shri. Sunny Kanekar	College Director of Physical Education & Sports
Dr. Varsha Ingalhalli	Assistant Professor
Shri. Darshan Gaonkar	Assistant Professor
Shri. Uaddhav Pol	Assistant Professor
Shri. Rahul Gawas	Assistant Professor
Shri. Satish Nayak Dalal	Assistant Professor
Ms. Kavita Gawas	Assistant Professor
Ms. Pragati Joshi	Assistant Professor
Ms. Kajol Mangeshkar	Assistant Professor
Ms. Sima Arondekar	Assistant Professor
Ms. Radika Gurav	Assistant Professor
Ms. Sonali Naik	Assistant Professor
Shri. Swapnil Naik	Assistant Professor
Ms. Rupali Harmalkar	Assistant Professor
Ms. Rachi Dessai	Assistant Professor
Shri. Sandesh Gawas	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 14th December 2021.	The minutes of the previous staff meeting held on 14th December 2021 were circulated among the faculty members.	The minutes of the previous staff meeting held on 14th December 2021 were unanimously passed by the faculty members. Proposed by: Shri. Arun Marathe Seconded by: Shri. Pankaj Shirodker	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: Conduct of B. Com and B.A.B. Ed. FY/SY/TY/Fourth Year Semester End Examination, January, 2022.	Shri. Arun Marathe, informed that the Odd Semester End Exam will commence from 14th January, 2022. The exam will be held in online mode and the timing for First Year will be 9.00 to 11.00 a.m. Second	1. The Mark entry of ISA marks of each subject will be done through IAIMS portal. 2. One Hour extra time should be given to student on each day of exam to	The Convenors and Members of Exam Committee, ISA Monitoring Committee and Head Clerk and to take necessary action to implement the decisions taken.

	Year will be 12.00 noon to 2. 00 p.m. Third Year and Fourth Year Exams will be held from 10.00 a.m. to 12.00 noon and the Repeat Exam will be held from 2.00 to 4.00 p.m. Dr. Pinkesh Dhabolkar suggested that the COVID-19 protocal should be followed strictly and temperature of every student should be checked at the entry point as there will be 215 students on each day of exam on the campus. Shri. Arun Marathe informed that the mark entry of ISA and SEE marks of the Odd Semester Exams will be done on the IAIMS portal by the respective subject teacher and all the mark entry must be completed by 20th February, 2022. Shri. Kedarnath Tadkod, informed that all the subject teachers must report on the day of the respective paper to the examination room at 8.15 a.m. for First Year and 11.15 a.m. For Second Year Online Examination.	upload the question paper on each day of the examination. 3. The Senior Supervisor, understudy and the subject teacher of the respective subject will monitor the process of online exam. 4. The results will be declared by 01st March, 2022. 5. All the instructions related to conduct of exam will be circulated to the students via what's app group, college website and also notice board. 6. The defaulter list of students is prepared and displayed for the information of the students.	

Agenda III: Progress of 75 Hours Community Work for the College Teachers	Ms. Shamal Dessai informed that25 percent work is completed with regard to community work and a report about the status of work completed is sent to the University. The Principal informed that the permission to conduct the survey work is obtained from all the seven panchayats and the survey work can begin. He informed that the faculty members must visit the student of third year and fourth year students to take a review of preparation of the exam. Dr. Pinkesh Dhabolkar suggested that the home visits to the student should be planned in the month of February, 2022. A register or a record can be maintained about the home visit as a best practice of the College.	1. The faculty member to start working on completion of the 75 Hours Community work (Remaining 75 percent work to be completed by 15th August, 2022) 2. The faculty members to visit the home of the final year students and maintain record.	The Convenor and members of each Panchayat wise Committee along with the Convenors of NSS and Extension Committee to implement the decisions.
Agenda IV: Submission of Performance Appraisal Report (PAR) to NCTE for A.Y. 2020-21.	Dr. Anil Thosare informed that PAR is to be submitted to the NCTE latest by 31st January, 2022. He informed that the details of each faculty	1. The work of upload of Geo-Tagged photos to be completed by 15th January, 2022.	The Head of Department of Education and Faculty Members of B.A.B.Ed. Program to complete the work related to PAR.

	member of B.A.B.Ed Program along with details of the Member of Prabodhan Education Society and also other details about the College must be uploaded on NCTE website.	2. The information about faculty to be uploaded on the NCTE portal (if not uploaded till date) 3. The work related to accounts and submission of financial record to NCTE to be completed by 20th January, 2022.	
Agenda-V: Plan of Action to conduct Academic, Co-Curricular, Extra-Curricular and Extension Activities for the Even Semesters of A.Y. 2021-22	The Principal instructed all the faculty members to submit proposals to conduct short term courses/ seminars/ webinars and have MoU's with the Organizations. The Principal informed that a Nine Member Committee is working to establish a strong collaboration with number of Government and Non-Government agencies with regard to CSR funds, conduct of certificate course and events. He also informed that the College will write to Goa Kala Kendra for having an association with the organization.	1. The College has received a sanction of Rs. 4.42 lakhs from the Directorate of IT for conduct of 04 State Level Competitions on the occasion of Goa@60. 2. The Goa Konkani Academy and the Directorate of Official languages have sanctioned funds to organize Literary Festival and State Level Workshop.	The faculty members and Convenors of the respective competitions, event and workshops to work for completion of the activities planned by the College.

A.O.B.	1. Shri. Pankaj Shirodkar informed Ms. Tanisha Chavan, Student of SYBCOM A class gas cleared Police Constable Written Exam held in December, 2021. 2. Shri. Kedarnath Tadkod informed that list of Students, allotted to each mentor will be circulated among the faculty members at the earliest. 3. Shri. Arun Marathe informed that a Career Advancement Scheme Camp will be organized for Faculty Members on 1st and 2nd Feb. 2022. 4. The Principal informed that the Scholarship Award Function by the Rotatory Club of Panaji, will be held on 12th Jan. 2022 at 10.00 a.m. He also informed that Shri. Gautam Gaude, Assistant Professor in Education has submitted his technical resignation for better prospectus. 5. Shri. Arun Marathe informed that the Training to enter	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.

Prabodhan Education Society's

Vidya Prabodhini College of Commerce, Education, Computer and Management,
Vidyanagar, Alto-Parvari-Goa

NOTICE
(2021-22)
Faculty Members

A meeting of the Teaching Staff is scheduled on **Tuesday, 11th January, 2022 at 10.00 a.m.** in the College in physical mode by maintaining social distancing. All the members are requested to attend the meeting with the precautions of wearing mask, use of sanitizers, etc.

The Agenda for the meeting is given below

1. Confirmation of the minutes of the last meeting held on 14th December, 2021.
   (Staff Secretary)
2. Conduct of B. Com and B.A.B. Ed. FY/SY/TY/Fourth Year Semester End Examination, January, 2022.
   (Chairman, College Examination Committee)
3. Progress of 75 Hours Community Work for College Teachers
   (Convenors of each Village Panchayat)
4. Submission of Performance Appraisal Report (PAR) to NCTE for A.Y. 2020-21
   (Vice-Principal & HOD, Education)
5. Plan of Action to conduct Academic, Co-Curricular, Extra Curricular and Extension Activities for the Even Semester of Academic Year 2021-22
   (The Principal)
6. Any Other Business with the permission of the Principal

Date: 07th January, 2022

(Prof. Bhushan V. Bhave)
PRINCIPAL

The following members were present for the meeting held on Tuesday 11th January 2022 at 10.00 a.m. in the College

1) Dr. Bhushan Bhave — 11/01/2022
2) Dr. Anil Thosare — 10/1/2022
3) Nikhil G D Lothan
4) Gautam G. Gaude
5) Shrishti S. Tamankar
6) Nitesh Naik
7) Shamal Dessai
8) Dr. Sangeeta Dessai
9) Dr. Sati Shillon
10) Mr. Kuldeep A. Kowlat
11) Mr. Kedarnath Tadkod
12) Ms. Dhanashri Siddhesh Balo
13) Dr. Manisha V. Kumarni
14) Dr. Ujvala M. Hanjunkar
15) Dr. Sagar P. Mali
16) Sunny Pandhre

17) Rajaram Sandye
18) Dr. Pinkesh D. Dhabulkar
19) Pankaj Shirodkar
20) Darshan Shankar Kandolkar
21) Pradnya D. Tari
22) Purnima S. Palekar
23) Ms. Priyanka R. Pednekar
24) Ms. Yogita M. Gauns
25) Rudresh Mhamal.
26) Shailesh G. Chodankar
27) Kalidas M. Mhamal
28) Arun R Marathe
29. Priyanka. Naik.
30) Achielia Fernandes
31) Yogita Chodankar
32) Rajaram S Sandye

Shri Chhatrapati Shivaji College of Commerce, Education, Computer & Science
Vidyanagar, Parvari (Goa)
Accredited B++ ★ Affiliated to GU

Prabodhan Education Society's

Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidyanagar, Alto-Parvari-Goa

Minutes of the Staff Meeting held on Thursday, 10th February, 2022 at 11.00 a.m.

The meeting of the Teaching Staff was held on **10th February, 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. Ujvala Hanjunkar	Assistant Professor
Shri. Arun Marathe	Assistant Professor
Shri. Sunny Kanekar	College Director of Physical Education & Sports
Shri. Rudresh Mhamal	Assistant Professor
Shri. Nitesh Naik	College Librarian
Shri. Sunny Pandhre	Assistant Professor
Shri. Darshan Gaonkar	Assistant Professor
Shri. Pankaj Shirodker	Assistant Professor
Ms. Shamal Dessai	Assistant Professor
Dr. Sagar Mali	Assistant Professor
Shri. Uaddhav Pol	Assistant Professor
Shri. Gautam Gaude	Assistant Professor
Shri. Kalidas Mhamal	Assistant Professor
Dr. Manisha Kulkarni	Assistant Professor
Dr. Sonali Shankhwalker	Assistant Professor
Dr. Sangeeta Dessai	Assistant Professor
Ms. Yogita Chodankar	Assistant Professor
Shri. Darshan Kandolkar	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. Prena Palekar	Assistant Professor
Ms. Shrishti Tamankar	Counselor
Ms. Rachi Dessai	Assistant Professor
Shri. Rajaram Sandye	Head Clerk- Office Representative

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

The following members were absent for the meeting:

Name of the Member (s)	Role
Dr. Anil Thosare	Vice-Principal & Associate Professor
Dr. Pinkesh Dhabolkar	Assistant Professor
Dr. Varsha Ingalhalli	Assistant Professor
Shri. Kedarnath Tadkod	Assistant Professor
Shri. Kuldeep Kamat	Assistant Professor
Ms. Yogita Gauns	Assistant Professor
Ms. Achielia Fernandes	Assistant Professor
Ms. Priyanka Naik	Assistant Professor
Shri. Nikhil Lotlikar	Assistant Professor
Ms. Kavita Gawas	Assistant Professor
Ms. Pragati Joshi	Assistant Professor
Ms. Kajol Mangeshkar	Assistant Professor
Ms. Sima Arondekar	Assistant Professor
Ms. Radika Gurav	Assistant Professor
Ms. Sonali Naik	Assistant Professor
Shri. Swapnil Naik	Assistant Professor
Ms. Rupali Harmalkar	Assistant Professor
Shri. Sandesh Gawas	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 11th January 2022.	The minutes of the previous staff meeting held on 11th January 2022 were circulated among the faculty members.	The minutes of the previous staff meeting held on 11th January 2022 were unanimously passed by the faculty members. Proposed by: Shri. Rudresh Mhamal Seconded by: Shri. Pankaj Shirodker	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: Conduct of Third Year/Fourth Year Semester End	Shri. Arun Marathe, informed that the Odd Semester End Exam will commence from	1. The Senior Supervisor, understudy and the subject teacher of the	The Convenor and Members of Exam Committee, and Head Clerk to take necessary action to

Examination February, 2022.	16th Feb 2022 and end on 02nd March, 2022. The exam will be held in offline mode and the timing for Third Year and Fourth Year Exams will be held from 10.00 a.m. to 12.00 noon	respective subject will monitor the process of offline exam. 2. All the instructions related to conduct of exam will be circulated to the students via what's app group, college website and also notice board.	implement the decisions taken.
Agenda III: Results of the Online- Semester End Examination January, 2022.	Shri. Arun Marathe informed that the result of the first- and second-year exams will be processed through IAIMS Software. Shri. Rudresh Mhamal informed that a special repeat exam will be held in month of Feb, 2022 and Geography Practical exam is scheduled on 22nd Feb, 2022.	1. The attendance and mark entry of the internal exam will be done by the respective subject teacher on the IAIMS portal. 2. The senior supervisor, junior supervisor and under Study to conduct the Special Exam and Geography Practical.	The Convenor and Members of Exam Committee, and Head Clerk to take necessary action to implement the decisions taken.
Agenda IV: Progress of 75 Hours Community Work for the College Teachers	The Principal informed that the progress of 75 hours community work will be discussed with Class Teachers of every class.	1. The faculty member to continue working on completion of the 75 Hours Community work (Remaining 75 percent work to be completed	The Convenor and members of each Panchayat wise Committee along with the Convenors of NSS and Extension Committee to implement the decision.

Prabodhan Education Society's

Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidyanagar, Alto-Parvari-Goa

Minutes of the Staff Meeting held on Tuesday, 19th April, 2022 at 2.30 p.m.

The meeting of the Teaching Staff was held on **19th April, 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 Hanjunkar	Assistant Professor
Shri. Arun Marathe	Assistant Professor
Shri. Sunny Kanekar	College Director of Physical Education & Sports
Shri. Rudresh Mhamal	Assistant Professor
Dr. Pinkesh Dhabokar	Assistant Professor
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
Ms. Shamal Dessai	Assistant Professor
Dr. Sagar Mali	Assistant Professor
Shri. Uaddhav Pol	Assistant Professor
Shri. Kalidas Mhamal	Assistant Professor
Dr. Manisha Kulkarni	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. Darshan Kandolkar	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. Prena Palekar	Assistant Professor
Ms. Shrishti Tamankar	Counselor
Ms. Achielia Fernandes	Assistant Professor
Shri. Nikhil Lotlikar	Assistant Professor
Shri. Sandesh Gawas	Assistant Professor
Ms. Rachi Dessai	Assistant Professor
Ms. Kavita Gawas	Assistant Professor

Ms. Minaxi Gawas	Assistant Professor
Ms. Darshana Mandrekar	Assistant Professor
Ms. Sonali Naik	Assistant Professor
Ms. Sonali Sangle	Assistant Professor
Shri. Rajaram Sandye	Head Clerk- Office Representative

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:

Name of the Member (s)	Role
Shri. Nitesh Naik	College Librarian
Ms. Priyanka Naik	Assistant Professor
Ms. Pragati Joshi	Assistant Professor
Ms. Kajol Mangeshkar	Assistant Professor
Shri. Swapnil Naik	Assistant Professor
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 10th February, 2022.	The minutes of the previous staff meeting held on 10th February, 2022 were circulated among the faculty members.	The minutes of the previous staff meeting held on 10th February, 2022 were unanimously passed by the faculty members. Proposed by: Shri. Uaddhav Pol 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 the results will be declared at the earliest.	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.
Agenda III: Conduct of All Modes of ISA for	Dr. Pinkesh Dhabolkar informed	1. All the faculty members to	The Convenor ISA Monitoring

Even Semesters of 2021-22	that both the modes of ISA for the Even Semester exams will be completed by 15th May,2022 for the B.Com Program. Shri. Uaddhav Pol informed that all the three modes of ISA for the even semester exams for B.A.B.Ed will be completed by 20th May, 2022.	conduct ISA as per the time line mentioned in the meeting 2. The ISA monitoring committee will prepare the list of ISA defaulters by 31st May, 2022.	Committee, to take necessary action to implement the decisions taken.
Agenda IV: Status of Project Paper for A.Y. 2021-22	Shri. Sunny Pandhre informed that the deadline to submit the project report to the office is 15th May, 2022.	1. All the faculty members agreed that the project reports will be submitted ad per the decision taken in the meeting.	The Coordinators of Project for B.Com & B.A.B.Ed. to monitor the submission of the project report.
Agenda V: Progress of 75 Hours Community Work for the College Teachers	The Principal informed that visit to the respective Panchayats should be completed by May, 2022. He informed the actual Survey Work will be done by the NSS Unit of the College and the faculty members only have to create awareness about the survey work.	1. The faculty decided to work and complete the work with regard to awareness of Survey by end of May, 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.	Dr. Manisha Kulkarni informed that Chairperson of PTA will interact with the students on 22nd April, 2022 with regard to PTA fund Collection Drive for infrastructure development work.	1. The Convenor of the PTA to hold a meeting of class teachers and make awareness among the students about the fund collection drive initiated by the	The Convenors of PTA, Alumni, Class Teachers and Chairperson of Alumni Working Committee to work and implement the decisions.

	The Principal informed that in the meeting with Alumni Association held in April, 2022, it is decided to collect a sum of Rs. 1000/-, or Rs. 2000/- or Rs. 5000/- from the most of the Alumni for developmental work of the College.	PTA and Alumni. 2. The Chairperson of the Alumni Working Committee to hold the meeting and plan for fund collection form the alumni of the College.	

Agenda VII: Reporting by Faculty Members present for the Meeting:

1. The Nisarg club organized by invited lecture on world water day.
2. The Nisarg club organized by field trip for its members.
3. The Department of Sports organized one minute video making competition.
4. The students participated in Red Bull Cricket Tournament
5. The Department of Konkani organized Konkani Youth Literary Conference
6. The Department of Konkani organized World Konkani Day.
7. A course for students to prepare for Competitive Exam is in progress.
8. A course about imparting skills of room attendant is in progress.
9. A lecture series to create awareness about preparation for competitive exams in progress.
10. International Women's Day was celebrated in the College.
11. Dr. Ambedkar Jayanti was celebrated in the College.
12. An online course for students organized By TCS is in progress.
13. A group of students visited Agriculture Farm.
14. A group of students participated in Science Film Making Workshop.
15. State Level Patriotic Song Singing Competition held in the College.

A.O.B.	1. Dr. Pinkesh Dhabolkar suggested that an evacuation drill must be conducted to be prepared for the Emergency situation in the College. 2. Shri. Arun Marathe suggested that all the faculty members must make use of the Activity Planning Link.	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.

	3. The Principal informed that Online UPS will be installed in the ICT lab and Office in the College. 4. The Principal also informed that the College has purchased two new systems and also Network Attached Storage. (NAS)		
The meeting ended at 3.30 p.m. with thanks by the Chair, to all the members present for the meeting.			

Minutes drafted by: Staff Secretary.

Date:23-04-2021
Place: Parvari-Goa

(Prof. Bhushan V. Bhave)
PRINCIPAL

PRABODHAN EDUCATION SOCIETY'S

VIDYA PRABODHINI COLLEGE

OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT,
VIDYANAGAR, ALTO-PARVARI-GOA

NOTICE
(2021-22)
Faculty

A meeting of the Faculty Members is scheduled on **Tuesday, 19th April, 2022** at **2.30 p.m.** in the F.Y.B.Com. A class room in physical mode by maintaining social distancing. All the members are requested to attend the meeting with the precautions of wearing mask, use of sanitizers, etc.

The Agenda for the meeting is given below:

1. Confirmation of the minutes of the last meeting held on 10th February, 2022.
   (Staff Secretary)
2. Results of the Odd Semester End Examination January/February/March, 2022.
   (Chairman-College Examination Committee)
3. Conduct of All Modes of ISA for Even Semesters of 2021-22
   (Convenors of ISA Monitoring Committee of B. Com & B.A.B.Ed)
4. Status of Project Paper for A.Y. 2021-22
   (Project Coordinators of B. Com & B.A.B.Ed)
5. Progress Report of 75 Hours of Community Work for Faculty
   (Convenors of NSS and Extension Committees)
6. Funds Collection Drive by PTA/Alumni Association
   (Convenors of the Working Committees of PTA/Alumni)
7. Reporting of the Activities organised by the College from February to till date.
   (Convenors of Working Committees)
8. Any Other Business with the permission of the Principal.

Date: 12th April, 2022

(Prof. Bhushan V. Bhave)
PRINCIPAL

The following members were present for the meeting he
Tuesday, 19th April 2022 at 2.30 p.m. in the College

1) Dr. Bhushan Bhave
2) Mr. Rahul Gawas
3) Mr. Vaddhav V. Pol
4) Rajaram S Sandye
5) Sainath S. Nayak Borkar
6) Dr. Sangeeta Dessai
7) Dr. Manisha V. Kulkarni
8) Dr. Sandi Shaikh
9) Kedarnath Tadkod
10) Dr. Varsha Ingalhalli
11) Ms. Shamal Dessai
12) Yogita Chodankar

13) Kavita Arun Gawas
14) Dr. Sagar Mali
15) Kuldeep A. Kamat
16) Prerna S. Palekar
17) Ms. Priyanka R. Pednekar
18. Minaxi B. Gawas
19. Dr. Ujrala M. Hanyunkar
20. Arun R Marathe
21 Sunny Pandhre
22 Darshan Chaonkar
23 Darshan Kandolkar
24 Darshana Mandrekar
25 Rachi Dessai
26. Sonali Naik
27 Miss Siddhi Sangle
28 Shrishti S. Tamankar
29. Ms. Dharashmi S. Bako
30. Ms. Yogita Gauns
31 Achielia Fernandes
32 Pradnya Tari
33. Sunny R. Kanekar
34 Rudresh U. Mhamal
35) Pankaj P. Shirodkar
36) Dr. Pinkesh D. Dhabolkar
37) Shri Shailesh G. Chodankar
38) Kalidas Mohan Mhamal
39) Nikhil G.D Lotlikar
40) Sandesh M. Gawas
41) Dr. Anil Thosgaonkar

Vidya Prabodhini College of Commerce, Education, Computer & Management
Vidyanagar, Parvari Goa

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 Hanjunkar	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 19th April, 2022 were circulated among the faculty members.	The minutes of the previous staff meeting held on 19th 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	Shri. Arun Marathe informed that the ESA exam will commence from 06th to 25th June 2022 He also informed that the Practical exams will be held from 01st to 05th June 2022. 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.	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.	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. 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	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 27th 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 15th 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 process will start from 1st June, 2022 and the 1st Merit List should be displayed on 29th June 2022. He informed that the process will be held to IAIMS portal and fees will be collected through online payment portal.		

The meeting ended at 1.30 p.m. with thanks by the Chair, to all the members present for the meeting.

Minutes drafted by: Staff Secretary.

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

(Prof. Bhushan V. Bhave)
PRINCIPAL

PRABODHAN EDUCATION SOCIETY'S

VIDYA PRABODHINI COLLEGE

OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT,
VIDYANAGAR, ALTO-PARVARI-GOA

NOTICE
(2021-22)
Faculty

A meeting of the Faculty Members is scheduled on **Monday, 23th May, 2022** at **12.00 noon** in the F.Y.B.Com. A class room in physical mode by maintaining social distancing. All the members are requested to attend the meeting with the precautions of wearing mask, use of sanitizers, etc.

The Agenda for the meeting is given below:

1. Confirmation of the minutes of the last meeting held on 19th April, 2022.
   (Staff Secretary)
2. Results of the Odd Semester End Examination January/February/March, 2022.
   (Chairman-College Examination Committee)
3. Conduct of Semester End Examination June, 2022.
   (Chairman-College Examination Committee)
4. Project Paper for A.Y. 2021-22 & Conduct of Viva-Voce Examination.
   (Project Coordinators of B. Com & B.A.B.Ed)
5. Progress Report of 75 Hours of Community Work for Faculty
   (Convenor of NSS Unit)
6. Update on Funds Collection Drive by PTA/Alumni Association
   (Convenors of the Working Committees of PTA/Alumni)
7. Submission of Minutes of the Meeting/Reports to IQAC by Working Committees
   (The Principal)
8. Submission of Proposal to Conduct Activities for A.Y. 2022-23.
   (Vice-Principal & IQAC Coordinator)
9. Reporting of the Activities organised by the College from April, 2022 to till date.
   (Convenors of Working Committees)
10. Any Other Business with the permission of the Principal.

Date: 09th May, 2022

Vidya Prabodhini College of Commerce, Education, Computer & Management, Vidyanagar, Parvari, Goa

(Prof. Bhushan V. Bhave)
PRINCIPAL

The following members were present for the Staff Meeting held on Monday 23rd May 2022 at 12.00 noon in F.Y. B.Com. A class room.

1) Bhushan Bhave
2) Nikhil G.D Lotlikar — 23.05.22
3) Sandesh N. Gawas
4) Shrishti S. Tamankar
5) Rahul Gawas
6) Swapnil S Naik
7) Dr. Sangeeta Dessai
8) Dr. Sonali Shankhwalkar
9) Kuldeep D. Kamat

10) Sonali Naik
11) Priyanka N. Naik
12) Pragati P. Joshi
13) Miss Siddhi C. Sangle
14) Nitesh Naik
15) Sagar Mali
16) Dr. Vyada Hanunkar
17) Dr. Varsha Ingalhalli
18) Arun R Marathe
19) Sunny Pandhre.
20) Darshan S. Gaonkar
21) Shailesh G. Chodankar
22) Kalidas M. Mhamal
23) Dr. Pinkesh D. Dhabolkar
24) Pankaj Shirodkar
25) Yogita Chodankar
26) Darshana Mandrekar
27) Ms. Dhanashri S. Bale
28) Kavita Gawas
29) Yogita Gauns
30) Ms. Priyanka R. Pednekar
31) Pradnya Tari
32. Kedarnath Tadkod
33 Saish S. Nayak Dalal
34. Dr. Anil T Thosare

2022-2023

PRABODHAN EDUCATION SOCIETY'S

VIDYA PRABODHINI COLLEGE

OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT,
VIDYANAGAR, ALTO-PARVARI-GOA

NOTICE

(2021-22)
Faculty

A meeting of the Faculty Members is scheduled on **Monday, 27th June, 2022** at **10.00 a.m.** in the F.Y.B.Com. A class room in physical mode by maintaining social distancing. All the members are requested to attend the meeting with the precautions of wearing mask, use of sanitizers, etc.

The Agenda for the meeting is given below:

1. Confirmation of the minutes of the last meeting held on 19th April, 2022.
   (Staff Secretary)
2. Status of Admission of F.Y./S.Y./T.Y./Fourth Year B. Com and B.A.B.Ed.
   (Convenors of B. Com/B.A.B. Ed Admission Committee)
3. Results of the Odd/Even Semester End Examination, January/June, 2022.
   (Chairman-College Examination Committee)
4. Conduct of Special Repeat Exam, July 2022
   (Chairman-College Examination Committee)
5. External Viva-Voce Exam of Project Paper for A.Y. 2021-22
   (Project Coordinators of B. Com & B.A.B. Ed)
6. Status of 75 Hours of Community Work for Faculty
   (Convenor of NSS)
7. Funds Collection Drive by PTA/Alumni Association
   (Convenors of the Working Committees of PTA/Alumni)
8. Decennial Celebration of Vidya Prabodhini College
   (Secretary, Decennial Celebration Committee)
9. Reporting of Departmental Activities for the Academic Year 2021-22
   (Heads of the Departments/Teacher In-charge)
10. Reporting of Activities for the Academic Year 2021-22
    (Convenors of Working Committees)
11. Submission of proposals for conduct of activities for the A.Y.2022-23
    (The Principal)
12. Any Other Business with the permission of the Principal.

Date: 14th June, 2022

(Prof. Bhushan V. Bhave)
PRINCIPAL

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, 27th June, 2022 at 10.00 a.m.

The meeting of the Teaching Staff was held on **27th June, 2022 at 10.00 a.m.** 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 Hanjunkar	Assistant Professor
Shri. Arun Marathe	Assistant Professor
Shri. Rudresh Mhamal	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
Ms. Shamal Dessai	Assistant Professor
Ms. Priya Gosavi	Assistant Professor
Dr. Sagar Mali	Assistant Professor
Shri. Uaddhav Pol	Assistant Professor
Shri. Kalidas Mhamal	Assistant Professor
Dr. Manisha Kulkarni	Assistant Professor
Dr. Sonali Shankhwalker	Assistant Professor
Dr. Sangeeta Dessai	Assistant Professor
Ms. Yogita Gauns	Assistant Professor
Ms. Yogita Chodankar	Assistant Professor
Shri. Darshan Kandolkar	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. Prena Palekar	Assistant Professor
Ms. Shrishti Tamankar	Counselor
Ms. Darshana Mandrekar	Assistant Professor
Ms. Siddhi Sangle	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
Shri. Gautam Gaude	Assistant Professor	On Lien

The following members were absent for the meeting:

Name of the Member (s)	Role
Shri. Sunny Kanekar	College Director of Physical Education & Sports
Shri. Kuldeep Kamat	Assistant Professor
Shri. Nikhil Lotlikar	Assistant Professor
Shri. Sandesh Gawas	Assistant Professor
Ms. Kavita Gawas	Assistant Professor
Ms. Sonali Naik	Assistant Professor
Shri. Swapnil Naik	Assistant Professor
Ms. Achielia Fernandes	Assistant Professor
Ms. Kajol Mangeshkar	Assistant Professor
Ms. Rachi Dessai	Assistant Professor
Ms. Minaxi Gawas	Assistant Professor
Ms. Anjita Gaonkar	Assistant Professor

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

The Faculty Members congratulated Prof. Bhushan Bhave, on being appointed as the Coordinator of the College Development Council, Goa University and also Dr. Anil Thosare and Dr. Manisha Kulkarni on being appointed as the member of BOS of Integrated B.A.B.Ed. Program of the Goa University.

Items on the Agenda	Discussion	Decision	Action to be Taken
Agenda I: Confirmation of the minutes of the last meeting on 23th May, 2022.	The minutes of the previous staff meeting held on were circulated among the faculty members.	The minutes of the previous staff meeting held on 23th May, 2022 were unanimously passed by the faculty members. Proposed by: Dr. Pinkesh Dhabolkar Seconded by: Shri. Kalidas Mhamal	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: Status of Admission of FY/SY/TY/Fourth Year of B.Com. and B.A.B.Ed.	Shri. Rudresh Mhamal informed that the second- and third-year admission for A.Y. 2022-23 will be completed by 30th June 2022. He informed that the first-year admission merit list is prepared and	1. The admission process of second, third and fourth year to be completed by June, 2022 2. The admission process of first year to be	The Convenors and Members of Admission Committee, to take necessary action to implement the decisions taken.

	the admission will be finalized in July 2022. Dr. Sagar Mali informed that second-year, third-year and fourth year admission for A.Y. 2022-23 will be completed by 30th June 2022. He informed that the first-year admission merit list is prepared and the admission will be finalized in July 2022. Shri. Arun Marathe suggested subject allocation should be as per merit and capping should be strictly implemented. The Principal informed that language teachers should organize seminars and programs for the students of Higher Secondary School to increase the intake of the subject which receive less applications.	completed in the month of July, 2022. 3. The subject allocation will be done as per highest marks scored in the subject. 4. The language teachers to organize seminars and programs for the students of Higher Secondary School to increase the intake of the subject which receive less applications.	
Agenda III: Results of the Odd Semester End Examination January and June, 2022.	Shri. Arun Marathe, informed that the results of Odd Semester End Exam will be processed through the IAIMS Portal. He informed that result of odd semester exam will be declared within eight days.	1. The result of the odd semester exam to be declared within eight days.	The Convenor and Members of Exam Committee, to take necessary action to implement the decisions taken.
Agenda IV Conduct of Special Repeat Exam, July 2022	Shri. Arun Marathe informed that the special repeat exam will commence from 25th	1. All the faculty members to help in smooth conduct of	The Chairperson of Examination and Convenor of ISA Monitoring

	July 2022. He also informed that some students are ISA defaulters and hence cannot answer special repeat exam. .	examination work. 2. Clarification about ISA defaulters and special repeat exam should be obtained form Goa University.	Committee to take necessary action to implement the decisions taken.
Agenda V: External Viva Voce Exam of Project Paper A.Y. 2021-22	Shri. Sunny Pandhre informed that the B.Com Viva-Voce exam of projects for the A.Y. 2021-22 has been completed. Shri. Rahul Gawas informed that the B.A.B.Ed Viva-Voce exam of projects for the A.Y. 2021-22 will be completed by 30th June 2022. The Pri ncipal informed that there will be no Project Coordinators for the A.Y. 2022-23 and project supervisors will coordinate directly with the office.,	1. The mark entry of the projects marks will be made on google forms and GUMS portal of the University. 2. From A.Y 2022-23 all the project supervisors will coordinate with office and complete the work with regard to Project Paper.	The Coordinators of Project for B.Com & B.A.B.Ed. to monitor the submission of the Marks of project report to Office
Agenda VI: Progress of 75 Hours Community Work for the Faculty	The Principal informed that the faculty members should submit the individual report of Progress of 75 Hours Community Work by 15th August, 2022 for forwarding the same to Goa University.	1. The work to continue for till 15th August 2022. 2. The report to be submitted by 15th August,2022.	The Faculty members to complete the work and submit the report.
Agenda VII: Funds Collection Drive for PTA/Alumni Association.	The Principal instructed that class teachers that the amount received	1. The office to develop a mechanism for	The Convenors of PTA, Alumni, Class Teachers

	form the student as a part of collection drive should be deposited in the office. Dr. Pinkesh Dhabolkar informed that fund collection drive of Alumni Association will be taken up by the members of the association. At present the PAN Card is awaited and letter head of the association is prepared.	fund collection and issue of receipt.	and Chairperson of Alumni Working Committee to work and implement the decisions.
Agenda VIII: Decennial Celebrations of Vidya Prabodhini College	Shri. Saish Dalal informed that as a part of decennial celebrations a new logo is designed and the same will be used during the entire A.Y. 2022-23 ON Letter Heads, Banners and Brochures. The Principal informed that a program of decennial celebrations will be held in the month of August/September once the ongoing infrastructure project are completed. He also informed the faculty members to submit proposals to celebrate decennial year and mentioned that appropriate provision of funds has been made by the Management for the same. Shri. Arun Marathe suggested that programs on the theme of waste	1. The Committee to organize programs to celebrate Decennial Celebrations of Vidya Prabodhini College 2. The faculty members should organize seminars, workshops and programs in order to celebrate decennial year.	The Members of Decennial Celebrations Committee to work and implement the decisions.

	management, global warming, green initiatives must be conducted. Shri. Rudresh Mhamal suggested that Water Harvesting project should be taken up by maximum students and faculty members of the College.		
Agenda IX: Reporting of Departmental Activities for the A.Y. 2021-22	The Heads of Department of Commerce and Education presented the report of activities conducted during the A.Y. 2021--22	1. The activities recorded and placed before the Management IQAC, LMC and CAC.	The Coordinator of IQAC to maintain the records and also follow-up the decision taken.
Agenda X: Reporting of Activities for A.Y. 2021-22	Each Convenor of the Working Committee informed about the activities undertaken by the Committee during the A.Y. 2021-22. Dr. Varsha Ingalhalli informed that all the event proposals' must be sent using the link and reports must be submitted to the library. She also requested the Convenor of the Activity Record Maintaining Committee to maintain files with regard to activities and also prepare presentation of the activities conducted.	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. The Convenor of Activity Record Maintaining Committee to work and implement the decision.
Agenda XI: Submission of Proposal for Conduct of activities for the A.Y. 2022-23	The Principal requested the Faculty members to submit the proposal for the next A.Y. 2022-23 at the earliest to the IQAC.	1. The IQAC to maintain the record and place the same for the approval.	The Coordinator of IQAC will process the proposals received and place it before the IQAC Committee for final approval

Remarks/Suggestions of the Principal:

1. A session about items in Salary/ Non-Salary Grants should be conducted by the College Accountant.
2. The accountant of Major Activities (above Rs. 25001/-) must be settled in one month from date of conduct of the activity.
3. The accountant of Minor Activities (up to Rs. 25000/-) must be settled in eight days from date of conduct of the activity.
4. The Magazine for the A.Y. 2021-22 should be released in the month of August 2022.
5. The Faculty Members should apply for minor research projects.
6. The students should be trained to organize activities and also report the same to press.
7. The Student Aid Committee should submit the list of students recommending necessary help by the student to the Principal by 20th August, 2022.
8. The Principal suggested to have sessions on "How to make Effective Presentation" for Faculty Members. (In charge: Ms. Dhanashri Balo).

A.O.B.	1. Shri. Arun Marathe requested to provide a printer in the staff room. 2. Shri. Arun Marathe requested to appoint a contractual staff for the exam work. 3. Shri. Arun Marathe also suggested that Morning Assembly can be held from A.Y. 2022-23.	The suggestions made will be taken into consideration.	The decision on the suggestions will be implemented.

The meeting ended at 1.30 p.m. with thanks by the Chair, to all the members present for the meeting.

Minutes drafted by: Staff Secretary.

Date:30-06-2021
Place: Parvari-Goa

(Prof. Bhushan V. Bhave)
PRINCIPAL

PRABODHAN EDUCATION SOCIETY'S

VIDYA PRABODHINI COLLEGE

OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT,
VIDYANAGAR, ALTO-PARVARI-GOA

NOTICE
(2021-22)
Faculty

A meeting of the Faculty Members is scheduled on **Monday, 27th June, 2022** at **10.00 a.m.** in the F.Y.B.Com. A class room in physical mode by maintaining social distancing. All the members are requested to attend the meeting with the precautions of wearing mask, use of sanitizers, etc.

The Agenda for the meeting is given below:

1. Confirmation of the minutes of the last meeting held on 23th May, 2022.
   (Staff Secretary)
2. Status of Admission of F.Y./S.Y./T.Y./Fourth Year B. Com and B.A.B.Ed.
   (Convenors of B. Com/B.A.B. Ed Admission Committee)
3. Results of the Odd/Even Semester End Examination, January/June, 2022.
   (Chairman-College Examination Committee)
4. Conduct of Special Repeat Exam, July 2022
   (Chairman-College Examination Committee)
5. External Viva-Voce Exam of Project Paper for A.Y. 2021-22
   (Project Coordinators of B. Com & B.A.B. Ed)
6. Status of 75 Hours of Community Work for Faculty
   (Convenor of NSS)
7. Funds Collection Drive by PTA/Alumni Association
   (Convenors of the Working Committees of PTA/Alumni)
8. Decennial Celebration of Vidya Prabodhini College
   (Secretary, Decennial Celebration Committee)
9. Reporting of Departmental Activities for the Academic Year 2021-22
   (Heads of the Departments/Teacher In-charge)
10. Reporting of Activities for the Academic Year 2021-22
    (Convenors of Working Committees)
11. Submission of proposals for conduct of activities for the A.Y.2022-23
    (The Principal)
12. Any Other Business with the permission of the Principal.

Date: 14th June, 2022

Vidya Prabodhini College of Commerce, Education, Computer & Management, Vidyanagar, Parvari

(Prof. Bhushan V. Bhave)
PRINCIPAL

The following members were present for the Staff Meeting held on 27th June, 2022 at 10.00 a.m. in the College

1) Dr Bhushan Bhave, Principal.
2) Dr. Sangeeta Dessai
3) Mr. Vaddhar Vijay Pol
4) Mr. Rahul T. Gawas
5) Nitesh Naik

7) Shrishti S. Tamankar
7) Dr. Sonali Shankhlikha.
8) Ms. Purna S. Palekar
9) Mr. Priyanka Naik
10) Ms. Priya Gosavi
11) Yogita Chodankar
12) Dr. Pinkesh D. Dhabolkar
13) Dr. Manisha V. Kulkarni
14) Dr. Ujvala M. Hanjunkar
15. Mr Arun R Marathe
16. Darshan Gaonkar
17 Sunny Pandhre
18 Kedarnath Tadkod
19. Dr. Varsha Tugalhalli
20. Ms. Shamal Dessai
21. Darshan Shankar Kandolkar
22 Darshana Mandrekar
23. Yogita Gauns
24 Ms. Bhavashri S. Balo
25. Pradnya Tari
26. Shailesh G. Chodankar
27. Rudresh U. Mhamal
28. Pankaj Shirodkar
29 Kalidas M Mhamal
30. Sairh S Nayak Balal
31 Siddhi Sangle
32 Pragati Joshi
33 Dr. Sagar Mali
34. Dr. Anil Thosare

Vidya Prasarak Mandal's Commerce, Education & Science College, Vidyanagar, Parvari

PRABODHAN EDUCATION SOCIETY'S

VIDYA PRABODHINI COLLEGE

OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT,
VIDYANAGAR, ALTO-PARVARI-GOA

NOTICE
(2022-23)
Faculty

A meeting of the Faculty Members is scheduled on **Wednesday, 20th July, 2022 at 12.00 noon** in the F.Y.B.Com. A class room in physical mode by maintaining social distancing. All the members are requested to attend the meeting with the precautions of wearing mask, use of sanitizers, etc.

The Agenda for the meeting is given below:

1. Confirmation of the minutes of the last meeting held on 27th June, 2022.
   (Staff Secretary)
2. Status of Admission of F.Y./S.Y./T.Y./Fourth Year B. Com and B.A.B.Ed.
   (Convenors of B. Com/B.A.B. Ed Admission Committee)
3. Results of the Even Semester End Examination, June, 2022.
   (Chairman-College Examination Committee)
4. Conduct of Special Repeat Exam, July/August, 2022.
   (Chairman-College Examination Committee)
5. Time-Table of B.Com. & B.A.B.Ed. for Odd Semesters of A.Y.2022-23
   (Convenors of B. Com/B.A.B. Ed Time Table Committee)
6. Submission of proposals for conduct of activities for the A.Y.2022-23 by 30th July 2022
   (The Principal)
7. Appointment of Contract and Lecture Basis Faculty for A.Y. 2022-23
   (The Head Clerk)
8. Decennial Celebrations of Vidya Prabodhini College
   (The Secretary, Decennial Celebration Committee)
9. Time Limit for Submission of College Diary, Reports and Accounts and maintaining movement Register.
   (The Principal)
10. Felicitation of newly Awarded Ph,D Holders for the A.Y 2021-22
    (The Principal)
11. Election of PTA Working Committee and Students Council
    (Convenors of PTA and Students Council)
12. Preparation of AQAR 2021-22
    (NAAC and IQAC Coordinators)
13. Declaration of No Plastic Zone in the College
    (The Principal)
14. Conduct of Fire Safety Training for Staff
    (Faculty In-Charge)
15. Any Other Business with the permission of the Principal.

Date: 19th July, 2022

(Prof. Bhushan V. Bhave)
PRINCIPAL

Sr.	Name	Sign.	Sr.	Name	Sign.
1.	Dr. Anil T. Thosare		24.	Shri. Darshan S. Kandolkar	
2.	Shri. Arun R. Marathe		25.	Shri. Rahul T. Gawas	
3.	Dr. Ujvala M. Hanjunkar		26.	Shri. Shailesh G. Chodankar	
4.	Shri. Sunny R. Kanekar		27.	Shri. Saish S. Nayak Dalal	
5.	Shri. Rudresh U. Mhamal		28.	Ms. Dhanashri S. Balo	
6.	Dr. Pinkesh D. Dhabolkar		29.	Shri. Rajaram S. Sandye	
7.	Dr. Varsha B. Ingalhalli				
8.	Shri. Nitesh D. Naik				
9.	Shri. Kedarnath S. Tadkod				
10.	Shri. Sunny S. Pandhre				
11.	Shri. Darshan S. Gaonkar				
12.	Shri. Pankaj P. Shirodker				
13.	Ms. Shamal K. Dessai				
14.	Dr. Sagar P. Mali				
15.	Shri. Uaddhav V. Pol				
16.	Ms. Priya S. Gosavi				
17.	Dr. Sangeeta R. Dessai				
18.	Dr. Manisha V. Kulkarni				
19.	Dr. Sonali K. Shankhwalker				
20.	Shri. Kalidas M. Mhamal				
21.	Shri. Kuldeep A. Kamat				
22.	Ms. Yogita M. Gauns				
23.	Ms. Yogita K. Chodankar				

Prabodhini College of Commerce, Education, Computer & Management
Vidyanagar, Parvan Goa

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

Minutes of the Staff Meeting held on Wednesday, 20th July, 2022 at 12.00 noon

The meeting of the Teaching Staff was held on **20th July, 2022 at 12.00 noon.** in the College. The meeting was chaired by Prof. Bhushan V. Bhave, Principal of the College. The following faculty members and staff were present for the meeting.

Name of the member (s)	Role
Dr. Anil Thosare	Associate Professor & Vice-Principal
Dr. Ujvala Hanjunkar	Assistant Professor
Dr. Arun Marathe	Assistant Professor
Shri. Sunny Kanekar	College Director of Physical Education and Sports
Shri. Rudresh Mhamal	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
Ms. Shamal Dessai	Assistant Professor
Dr. Sagar Mali	Assistant Professor
Shri. Uaddhav Pol	Assistant Professor
Ms. Priya Gosavi	Assistant Professor
Dr. Manisha Kulkarni	Assistant Professor
Dr. Sonali Shankhwalker	Assistant Professor
Shri. Kalidas Mhamal	Assistant Professor
Ms. Yogita Gauns	Assistant Professor
Ms. Yogita Chodankar	Assistant Professor
Shri. Darshan Kandolkar	Assistant Professor
Shri. Rahul Gawas	Assistant Professor
Dr. Shailesh Chodankar	Assistant Professor
Shri. Saish Dalal	Assistant Professor
Ms. Dhanashri Balo	Assistant Professor
Shri. Rajaram Sandye	Head Clerk

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

Name of the Member (s)	Role	Reason
Shri. Gautam Gaude	Assistant Professor	On Lien

The following members were absent for the meeting:

Name of the Member (s)	Role
Dr. Sangeeta Dessai	Assistant Professor
Shri. Kuldeep Kamat	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 27th June, 2022.	The minutes of the previous staff meeting held on were circulated among the faculty members.	The minutes of the previous staff meeting held on 27th June, 2022 were unanimously passed by the faculty members. Proposed by: Dr. Varsha Ingalhalli Seconded by: Shri. Darshan Kandolkar	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: Status of Admission of FY/SY/TY/Fourth Year of B.Com. and B.A.B.Ed.	Shri. Rudresh Mhamal informed that 128 students, 116 students and 106 students have enrolled for the First, second- and third-year B. Com respectively. Dr. Sagar Mali informed that 98 students, 96 students, 98 students and 95 students have enrolled for Fourth year to first year respectively.	1. The entire process of admission will be completed by 20th August, 2022. 2. The Ten percent additional seats will be filled for B.Com. 3. 05 B.A.B.Ed seats are kept reserved for the CBSE and other Board Students	The Convenors and Members of Admission Committee, to take necessary action to implement the decisions taken.
Agenda III: Results of the Even Semester End Examination June, 2022.	Dr. Arun Marathe, informed that the results of Even Semester End Exam for first and second year B.Com has been prepared. He also informed that result of first and second year of B.A.B.Ed will be processed shortly and the delay is because of the IAIMS software.	1. The result of the even semester exam of B.Com. to be declared within eight days. 2. The result of first and second year of B.A.B.Ed to be processed at the earliest.	The Convenor and Members of Exam Committee, to take necessary action to implement the decisions taken.
Agenda IV Conduct of Special Repeat Exam, July 2022	Dr. Arun Marathe informed that the special repeat exam will commence from 27th July 2022.	1. All the faculty members to help in smooth conduct of examination.	The Chairperson of Examination to take necessary action to

	.		implement the decisions taken.
Agenda V: Time Table of B. Com & B.A.B. Ed for Odd Semester A.Y. 2022-23	Shri. Darshan Gaonkar informed that the Time Table for B. Com has been prepared and circulated among the Staff Members. In addition, a working time table will be prepared as and when required. Shri. Kedarnath Tadkod informed that the time-Table for B.A.B.Ed. has been prepared and alos circulated among the faculty members. He informed that the allotment of class room for few subjects needs to be worked again.	1. The faculty members to engage the classes as per the time slots mentioned in the time table.	The Convenors of Time Table Committees to monitor the smooth conduct of the classes.
Agenda VI: Submission of proposals for conduct of activities for the A.Y.2022-23	The Principal informed the faculty members that the proposals for conduct of activities should be submitted to the Office on or before 30th July, 2022.	1. The IQAC will scrutinize the proposals received and inform the faculty member about the decision on the proposal	The Coordinator of IQAC to monitor the entire process.
Agenda VII: Appointment of Contract and Lecture Basis Faculty for A.Y. 2022-23	The Head Clerk informed that the process of recruitment of regular, contract and lecture basis staff for A.Y. 2022-23 will be completed by 20th August, 2022.	1. The newly recruited staff will join only after 15th August, 2022 2. The interview of Contract Basis Staff to be held in month of August, 2022.	The Head Clerk and the Heads of both the Departments to monitor the process of recruitment and complete it within stipulated time period.
Agenda VIII: Decennial Celebrations of Vidya Prabodhini College	The Principal informed that a program of decennial	1. The Committee to organize programs to	The Members of Decennial Celebrations

	celebrations will be held in the month of September 2022 once the ongoing infrastructure project are completed. He also informed the faculty members to submit proposals to celebrate decennial year and mentioned that appropriate provision of funds has been made by the Management for the same.	celebrate Decennial Celebrations of Vidya Prabodhini College 2. The faculty members should organize seminars, workshops and programs in order to celebrate decennial year.	Committee to work and implement the decisions.
Agenda IX: Time Limit for Submission of College Diary, Reports and Accounts and maintaining movement Register.	The Principal informed that the College Diary should be submitted for signature at the end of every month. The reports of the activities and accounts must be submitted with 15 days of the completion of the activity. The Principal instructed the Staff to write on movement register, as and when the staff is going out of the College premises during working hours.	1. The decision about the diary, report, account and entry on the movement register to be implemented during 2022-23.	The Principal and Vice-Principal to maintain the records and also follow-up the decision taken.
Agenda X: Felicitation of newly Awarded Ph.D Holders for the A.Y 2021-22	The Principal felicitated Dr. Arun Marathe and Dr. Shailesh Chodankar on having conferred Doctorate of Philosophy.	No Decision	No Action
Agenda XI: Election of PTA Working Committee and Students Council	Dr. Manisha Kulkarni informed that the Election of PTA working committee	1. The election date will be notified by the Convenors of respective	The respective convenors should ensure that the elections are held at the earliest.

	will be held on 21st or 28th August, 2022 The Principal informed that election of Students Council will be held shortly after a joint meeting with Convenor of the Council and College Director of Physical Education and Sports.	committees in consultations with the Principal.	
Agenda XII: Preparation of AQAR 2021-22	Dr. Arun Marathe informed that the fourth AQAR will be submitted in the month of December, 2022. He also informed that the work to prepare the Self Study report for the second cycle of NAAC will commence from January 2023.	1. The convenors of the criterion wise committee to work for collection of the data required for the AQAR 2021-22.	The Coordinators of NAAC and IQAC to monitor the work.
Agenda XIII: Declaration of No Plastic Zone in the College	The Principal informed that the staff and students should work in the direction of making the entire college a plastic free zone	1. The boards of plastic free zone to be installed on the campus 2. The bins to segregate waste to be kept on each floor of the campus.	The Convenor of NSS and Class Teachers to work for achieving the target.
Agenda XIV: Conduct of Fire Safety Training for Staff	Shri. Kedarnath Tadkod informed that Dept of Fire and Emergency Services, Panaji-Goa will conduct a Basic Fire Safety program for the Staff on 22nd July, 2022 at 3.00 p.m. in the College.	1. The faculty members to attend the program.	The faculty in-charge to make necessary arrangements for smooth conduct of the program.
A.O.B.	1. Dr. Pinkesh Dhabolkar suggested that an evacuation drill	The suggestions made will be taken into consideration.	The decision on the suggestions will be implemented.

	should be organized for all the sections of Prabodhan Education Society. 2. Shri. Darshan Gaonkar suggested that a new feedback collection software should be purchased by the College 3. Shri. Rudresh Mhamal informed that ocean cleaning drive in association with NIO will be held in September, 2022. 4. Dr. Arun Marathe suggested that a special orientation session should be organized for newly appointed staff on examination work 5. The Principal suggested that the class teachers assigned to each class by the respective heads of the departments 6. The Principal informed that College Miscellany and Konkani Literary Conference Souvenir will be released on 15th August, 2022. 7. The Principal informed that all the classes will be		

	provided with inverters and a new sound mixer will be purchased by the College.		
The meeting ended at 1.30 p.m. with thanks by the Chair, to all the members present for the meeting.			

Minutes drafted by: Staff Secretary.

Date:30-07-2022
Place: Parvari-Goa

(Prof. Bhushan V. Bhave)
PRINCIPAL

PRABODHAN EDUCATION SOCIETY'S

VIDYA PRABODHINI COLLEGE

OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT,
VIDYANAGAR, ALTO-PARVARI-GOA

NOTICE
(2022-23)
Faculty

A meeting of the Faculty Members is scheduled on **Wednesday, 20th July, 2022** at **12.00 noon** in the F.Y.B.Com. A class room in physical mode by maintaining social distancing. All the members are requested to attend the meeting with the precautions of wearing mask, use of sanitizers, etc.

The Agenda for the meeting is given below:

1. Confirmation of the minutes of the last meeting held on 27th June, 2022.
   (Staff Secretary)
2. Status of Admission of F.Y./S.Y./T.Y./Fourth Year B. Com and B.A.B.Ed.
   (Convenors of B. Com/B.A.B. Ed Admission Committee)
3. Results of the Even Semester End Examination, June, 2022.
   (Chairman-College Examination Committee)
4. Conduct of Special Repeat Exam, July/August, 2022.
   (Chairman-College Examination Committee)
5. Time-Table of B.Com. & B.A.B.Ed. for Odd Semesters of A.Y.2022-23
   (Convenors of B. Com/B.A.B. Ed Time Table Committee)
6. Submission of proposals for conduct of activities for the A.Y.2022-23 by 30th July 2022
   (The Principal)
7. Appointment of Contract and Lecture Basis Faculty for A.Y. 2022-23
   (The Head Clerk)
8. Decennial Celebrations of Vidya Prabodhini College
   (The Secretary, Decennial Celebration Committee)
9. Time Limit for Submission of College Diary, Reports and Accounts and maintaining movement Register.
   (The Principal)
10. Felicitation of newly Awarded Ph.D Holders for the A.Y 2021-22
    (The Principal)
11. Election of PTA Working Committee and Students Council
    (Convenors of PTA and Students Council)
12. Preparation of AQAR 2021-22
    (NAAC and IQAC Coordinators)
13. Declaration of No Plastic Zone in the College
    (The Principal)
14. Conduct of Fire Safety Training for Staff
    (Faculty In-Charge)
15. Any Other Business with the permission of the Principal.

Date: 19th July, 2022

College of Commerce, Education, Computer & Management, Vidya Prabodhini, Vidyanagar, Parvari-Goa

(Prof. Bhushan V. Bhave)
PRINCIPAL

The following members were present for the Staff Meeting held on Wednesday, 20th July, 2022 at 12.00 noon in the College

1) Dr. Bhushan Bhave
2) Dr. Anil Thosare
3) Mr. Vaddhar V. Pol
4) Sunny Pandhre

5) Dr. Sagar Mali
6) Nitesh Naik
6. Mr. Rahul Gawas
7) Saish S Nayak Dalal
8) Dr. Sonali Shelkar.
9) Dr. Varsha Ingalhalli
10) Ms. Shamal Dessai
11.) Kedarnath Tadkod
12) Yogita Chodankar
13) Ms. Priya Gosavi
14) Dr. Manisha V. Kulkarni
15) DR. UJVALA M. HANJUNKAR
16 Rajaram S Sawkye
17. Dr. Arun R. Marathe
18 - Darshan Cheonkar
19. Kalidas M. Mhamal
20. Sunny Kanekar -
21. Darshan Shankar Kandolkar
22. Ms. Dharashri S. Balo
23 Yogita Gauns
24. Dr. Pinkesh D. Dhabolkar
25. Mr. Pankaj P. Shirodker
26. Dr. Shailesh G. Chodankar
27. Ruchresh Mhamal

Vidya Prabodhini College of Commerce, Education, Computer & Management
Vidyanagar, Parvari Goa

PRABODHAN EDUCATION SOCIETY'S

VIDYA PRABODHINI COLLEGE

OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT,
VIDYANAGAR, ALTO-PARVARI-GOA

NOTICE
(2022-23)
Faculty

A meeting of the Faculty Members is scheduled on **Tuesday, 06th September, 2022** at **12.00 noon** in the F.Y.B.Com. A class room in physical mode by maintaining social distancing. All the members are requested to attend the meeting with the precautions of wearing mask, use of sanitizers, etc.

The Agenda for the meeting is given below:

1. Confirmation of the minutes of the last meeting held on 20th July, 2022.
   (Staff Secretary)
2. ISA of the Odd Semester, September, 2022.
   (Convenor, ISA Monitoring Committee)
3. Third Year Project Work 2022-23.
   (The Head Clerk) 106. 94 22 Projects
4. NAAC Workshop for NAAC Steering Committee Members of the College
   (The Convenor of NAAC)
5. Decennial Celebrations of Vidya Prabodhini College
   (The Secretary, Decennial Celebration Committee)
6. Submission of proposals for conduct of activities for the A.Y.2022-23
   (The Principal)
7. Any Other Business with the permission of the Principal.

Date: 29th August, 2022

Prabodhini College of Commerce, Education, Computer & Management, Vidyanagar, Parvari (Goa)

(Prof. Bhushan V. Bhave)
PRINCIPAL

1 class-room for TYBCom.

TEACHING STAFF:-

Sr.	Name	Sign.	Sr.	Name	Sign.
1	Dr. Anil Thosare		26	Dr. Shailesh Chodankar	
2	Dr. Ujvala Hanjunkar		27	Mr. Saish S. Nayak Dalal	
3	Dr. Arun Marathe		28	Ms. Dhanshri S. Balo	
4	Shri. Sunny Kanekar		29	Mr. Gautam G. Gaude (On Lien)	
5	Shri. Rudresh Mhamal		30	Ms. Jyoti Kiran P.	
6	Dr. Pinkesh Dhabolkar		31	Ms. Anurika S. Aswekar	
7	Shri. Nitesh Naik		32	Ms. Chaitali C Koli	
8	Dr. Varsha Ingalhalli		33	Ms. Kiran S. Palkar	
9	Shri. Kedarnath Tadkod		34	Ms. Priyanka R. Pednekar	
10	Shri. Sunny Pandhre		35	Ms. Richa S. Chimmulkar	
11	Shri. Darshan Gaonkar		36	Ms. Prena S. Palekar	
12	Shri. Pankaj Shirodker		37	Ms. Pradnya D Tari	
13	Ms. Shamal Dessai		38	Ms. Chinmayee P. Fadte	
14	Dr. Sagar Mali		39	Ms. Sonam S Parsekar	
15	Shri. Uaddhav Pol		40	Ms. Sampada Kerker	
16	Ms. Priya Gosavi		41	Ms. Priyanka P Halarnkar	
17	Dr. Sangeeta Dessai		42	Ms. Sima S Arnodekar	
18	Mr. Kalidas Mhamal		43	Ms. Yadavi K Velip	
19	Dr. Manisha Kulkarni		44	Ms. Analiza M. DSouza	
20	Dr. Sonali Shankwalker		45	Ms Sona S Bandodkar	
21	Shri. Kuldeep Kamat		46	Ms. Nikita N Shirodkar	
22	Ms. Yogita Gauns		47	Ms. Anjita V. Gaonkar	
23	Ms. Yogita Chodankar		48	Ms. Ritesh Deelip Veugurlekar	
24	Shri. Darshan Kandolkar		49	Ms. Jwala V Gawas	
25	Mr. Rahul Gawas		50	Mr. Rajaram Sandye	

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

Minutes of the Staff Meeting held on Tuesday, 06th September, 2022 at 12.00 noon

The meeting of the Teaching Staff was held on **06th September, 2022 at 12.00 noon.** in the College. The meeting was chaired by Prof. Bhushan V. Bhave, Principal of the College. The following faculty members and staff were present for the meeting.

Name of the member (s)	Role
Dr. Anil Thosare	Associate Professor & Vice-Principal
Dr. Ujvala Hanjunkar	Assistant Professor
Dr. Arun Marathe	Assistant Professor
Shri. Sunny Kanekar	College Director of Physical Education and Sports
Shri. Rudresh Mhamal	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
Ms. Shamal Dessai	Assistant Professor
Shri. Uaddhav Pol	Assistant Professor
Ms. Priya Gosavi	Assistant Professor
Dr. Manisha Kulkarni	Assistant Professor
Dr. Sonali Shankhwalker	Assistant Professor
Shri. Kuldeep Kamat	Assistant Professor
Shri. Kalidas Mhamal	Assistant Professor
Ms. Yogita Gauns	Assistant Professor
Ms. Yogita Chodankar	Assistant Professor
Shri. Darshan Kandolkar	Assistant Professor
Shri. Rahul Gawas	Assistant Professor
Dr. Shailesh Chodankar	Assistant Professor
Shri. Saish Dalal	Assistant Professor
Ms. Dhanashri Balo	Assistant Professor
Ms. Deeksha Naik Talaulikar	Assistant Professor
Ms. Jyoti Kiran P.	Assistant Professor
Ms. Anurika Aswekar	Assistant Professor
Ms. Chaitali Koli	Assistant Professor
Ms. Kiran Palkar	Assistant Professor
Ms. Priyanka Pednekar	Assistant Professor
Ms. Richa Chimulkar	Assistant Professor
Ms. Perna Palekar	Assistant Professor
Ms. Pradnya Tari	Assistant Professor
Ms. Chinmayee Fadte	Assistant Professor

Ms. Sonam Parsekar	Assistant Professor
Ms. Priyanka Halankar	Assistant Professor
Ms. Sima Arnodekar	Assistant Professor
Ms. Analiza Dsouza	Assistant Professor
Ms. Sona Bandodkar	Assistant Professor
Ms. Nikita Shirodkar	Assistant Professor
Shri. Ritesh Veugurlekar	Assistant Professor
Shri. Rajaram Sandye	Head Clerk

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

Name of the Member (s)	Role	Reason
Shri. Gautam Gaude	Assistant Professor	On Lien

The following members were absent for the meeting:

Name of the Member (s)	Role
Dr. Sagar Mali	Assistant Professor
Dr. Sangeeta Dessai	Assistant Professor
Ms. Sampada Kerkar	Assistant Professor
Ms. Yadavi Velip	Assistant Professor
Ms. Anjita Gaonkar	Assistant Professor
Ms. Jwala Gawas	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 20th July, 2022.	The minutes of the previous staff meeting held on were circulated among the faculty members.	The minutes of the previous staff meeting held on 20th July, 2022 were unanimously passed by the faculty members. Proposed by: Mr. Rudresh Mhamal Seconded by: Shri. Pankaj Shirodker	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: ISA of the Odd Semester, September 2022.	Shri. Uaddhav Pol informed that the first ISA of A.Y. 2022-23 for Odd Semester will be held during 19th to 22nd September, 2022 for B.A.B.Ed program	1. ISA- I to be conducted during 19th to 22ne September, 2022 for both the programs 2. The last date to submit ISA Mark statement	The Convenor and Member of ISA Monitoring Committee, to take necessary action to implement the decisions taken.

	Dr. Pinkesh Dhabolkar informed that the first ISA of A.Y. 2022-23 for Odd Semester will be held during 19th to 21st September, 2022 for B.Com. Program. Shri. Uaddhav Pol informed that the last date to submit the ISA Mark statement to the ISA Monitoring Committee will be 24th October, 2022 as per the Ordinance of Goa University. In order to declare the list of ISA defaulter two weeks before the Semester End Exam, November, 2022. Dr. Arun Marathe informed that the special repeat exam was conducted successfully by Dr. Varsha Ingalhalli, Senior Supervisor, Special Repeat Exam August, 2022. He also informed that the pending results of B.A.B.Ed. Semester exam will be declared shortly and the delay in the result is because of the IAIMS software.	for both the programs will be 24th October, 2022. 3. The result of the B.A.B.Ed program for the previous semesters will be declared shortly using the IAIMS Software.	
Agenda III: Third Year Project Work 2022-23.	Shri. Rajaram Sandye informed that B. Com Program will have 14 projects supervised by 07 supervisors. The total number of the	1. The list of tittles of the projects should be submitted to the office by the research	The Head Clerk and Research Supervisors to take necessary action to

	students enrolled for the project are 105. He also said the B.A.B.Ed. Program will have 22 projects supervised by 22 guides and the toal number of the students are 94. Dr. Ujvala Hanjunkar informed that during the odd semester the students of the Third Year B. Com will complete research methodology course of 30 lectures of one hour each. The course is already approved by the IQAC of the college.	supervisor for the submission of the tittle to Goa University.	implement the decisions taken.
Agenda IV: NAAC Workshop for NAAC Steering Committee Members of the College	Dr. Arun Marathe informed that the College will organize Two-Day Workshop for the NAAC steering committee members of the College in the month of September 2022. He also informed that the first three AQAR's of the College have been successfully uploaded on the NAAC portal. He requested the criterion convenors to start working on the AQAR 2021-22 and informed that the work of preparing second self-study report will	1. All the members of the Steering Committee to attend the workshop. 2. Plan for work of filling the fourth AQAR to be submitted on or before 10th December, 2022.	The NAAC Coordinator and Criterion Convenors to take necessary action to implement the decisions taken.

	commence from January, 2023.		
Agenda V: Decennial Celebrations of Vidya Prabodhini College	The Principal informed that a program of decennial celebrations will be held in the once the ongoing infrastructure projects are completed. Shri. Saish Dalal, requested all the faculty members to submit proposals to celebrate decennial year and mentioned that appropriate provision of funds has been made by the Management for the same. Shri. Sunny Kanekar informed about the proposal to conduct sports tournament as a part of decennial celebration. The Principal suggested that the NAAC Committee should organize National Seminar.	1. The Committee to organize programs to celebrate Decennial Celebrations of Vidya Prabodhini College 2. The Committee of decennial celebration to take decision on the proposal received by the faculty members.	The Members of Decennial Celebrations Committee to work and implement the decisions.
Agenda VI: Submission of proposals for conduct of activities for the A.Y.2022-23	The Principal informed the faculty members that the proposals for conduct of activities should be submitted to the Office.	1. The IQAC will scrutinize the proposals received and inform the faculty member about the decision on the proposal	The Coordinator of IQAC to monitor the entire process.

A.O.B.	1. Dr. Varsha Ingallhali suggested that the mechanism to report the cases unfair means during the examination should be strengthened. 2. Shri. Pankaj Shirodker suggested that a representation should be made to DHE about various difficulties with the IAIMS attendance module. 3. Shri. Kedarnath Tadkod suggested that the College should write to Goa University with regard to the declaration of Fourth Year B.A.B.Ed result. 4. Shri. Darshan Gaonkar requested the Principal to provide a classroom of 47 seating capacity to T.Y.B.Com. B Class. 5. Shri. Sunny Kanekar informed that the department of sports will provide the attendance of students who participate in sports events to all the faculty members.	The suggestions made will be taken into consideration.	The decision on the suggestions will be implemented.

	6. The Principal informed that all the 63 Committees, Cells of the College should at least two meeting during each academic year. 7. Dr. Sonali Shankhwalkar requested the Principal to appoint College Counselor for 2022-23 at the earliest. 8. Shri. Rudresh Mhamal informed that TJSB Sahakari Bank will conduct campus recruitment in the College in month of September, 2022 for full time regular posts.		
The meeting ended at 1.30 p.m. with thanks by the Chair, to all the members present for the meeting.			

Minutes drafted by: Staff Secretary.

Date:10-09-2022
Place: Parvari-Goa

(Prof. Bhushan V. Bhave)
PRINCIPAL

PRABODHAN EDUCATION SOCIETY'S

VIDYA PRABODHINI COLLEGE

OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT,
VIDYANAGAR, ALTO-PARVARI-GOA

NOTICE
(2022-23)
Faculty

A meeting of the Faculty Members is scheduled on **Tuesday, 06th September, 2022** at **12.00 noon** in the F.Y.B.Com. A class room in physical mode by maintaining social distancing. All the members are requested to attend the meeting with the precautions of wearing mask, use of sanitizers, etc.

The Agenda for the meeting is given below:

1. Confirmation of the minutes of the last meeting held on 20th July, 2022.
   (Staff Secretary)
2. ISA of the Odd Semester, September, 2022.
   (Convenor, ISA Monitoring Committee)
3. Third Year Project Work 2022-23.
   (The Head Clerk)
4. NAAC Workshop for NAAC Steering Committee Members of the College
   (The Convenor of NAAC)
5. Decennial Celebrations of Vidya Prabodhini College
   (The Secretary, Decennial Celebration Committee)
6. Submission of proposals for conduct of activities for the A.Y.2022-23
   (The Principal)
7. Any Other Business with the permission of the Principal.

Date: 29th August, 2022

(Prof. Bhushan V. Bhave)
PRINCIPAL

The following were present for the Staff Meeting held on 06/09/22 at 12.00 noon -

1) Dr. Bhushan Bhave
2) Dr. Anil Thosare
3) Dr. Arun R. Menezes
4) Sunny Pandhre
5) Rajaram S. Sandye
6) Vaddhav V. Pal

7) Nikita Shirodkar
8) Dr. Analiza D'souza
9) Ms. Priya Gosavi
10) Sima S. Anvalekar
11) Nitesh Naik
12) Dr. Varsha Jugalkalli
13) Dr. Sonali Shankhwalkar
14) Chinmayee Fadte
15. Shamal Dessai
16 Yogita Chodankar
17. Chaitali Koli
18. Kuldeep A. Kamat
19. Ms. Kiran S. Palkar
20. Ms. Priyanka R. Pednekar
21. Ms. Pooja S. Palekar
22. Sonam M. Parrekar
23. Priyanka P. Halarnkar
24. Ms. Dhanashri S. Bale
25. Ms. Yogita Gauns
26. Pradnya Tari
27. Sona Bandodkar
28. Ritesh Vengurlekar
29. Darshan Naonkar
30) Pankaj P. Shirodker
31) Dr. Pinkesh Dhabolkar
32) Kalidas M. Mhamal
33) Rudresh U. Mhamal
34) Dr. Shailesh Chodankar
35) Mr. Sunny Kanekar
36) Ms. Jyoti Kuan
37) Dr. Ujvala M. Hanjunkar
38) Dr. Manisha V. Kulkarni
39) Mr. Rahul T. Gawas
40) Deeksha Naik Talaulikar
41) Anurika S. Aswekar
42) Richa Chimulkar
43) Darshan Shankar Kandolkar

P.T.O.

WORLD STAR™
Date :
Page :

44. Kedarnath Tadkod
45. Sainath S Nayak Dalal

Vidya Prabodhini College of Commerce, Education, Computer & Management
Vidyanagar, Parel

PRABODHAN EDUCATION SOCIETY'S

VIDYA PRABODHINI COLLEGE

OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT,
VIDYANAGAR, ALTO-PARVARI-GOA

NOTICE
(2022-23)
Faculty

A meeting of the Faculty Members is scheduled on **Thursday, 06th October, 2022** at **12.00 noon** in the F.Y.B.Com. A class room in physical mode by maintaining social distancing. All the members are requested to attend the meeting with the precautions of wearing mask, use of sanitizers, etc.

The Agenda for the meeting is given below:

1. Confirmation of the minutes of the last meeting held on 06th September, 2022.
   (The Staff Secretary)
2. Conduct of Second & Third Mode Intra Semester Assessment & Mark Submission.
   (The Convenor, ISA Monitoring Committee)
3. Paper Setting for Odd Semester End Examination, November, 2022.
   (The Chairperson, College Exam Committee)
4. Third Year Project Work 2022-23.
   (The Head Clerk)
5. Submission of AQAR 2022-23 and Workshop on Revised Guidelines of NAAC
   (The NAAC Coordinator)
6. Preparation of Institutional Development Plan and awareness on NEP-2020.
   (The NEP Coordinator & Member Secretary of IDP)
7. Decennial Celebrations of Vidya Prabodhini College
   (The Secretary, Decennial Celebration Committee)
8. Any Other Business with the permission of the Principal.

Date: 26th September, 2022

(Prof. Bhushan V. Bhave)
PRINCIPAL

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

Minutes of the Staff Meeting held on Thursday, 06th October, 2022 at 12.00 noon

The meeting of the Teaching Staff was held on **06th October, 2022 at 12.00 noon.** in the College. The meeting was chaired by Prof. Bhushan V. Bhave, Principal of the College. The following faculty members and staff were present for the meeting.

Name of the member (s)	Role
Dr. Anil Thosare	Associate Professor & Vice-Principal
Dr. Ujvala Hanjunkar	Assistant Professor
Dr. Arun Marathe	Assistant Professor
Shri. Rudresh Mhamal	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 Mail	Assistant Professor
Shri. Uaddhav Pol	Assistant Professor
Ms. Priya Gosavi	Assistant Professor
Dr. Sonali Shankhwalker	Assistant Professor
Shri. Kuldeep Kamat	Assistant Professor
Shri. Kalidas Mhamal	Assistant Professor
Ms. Yogita Gauns	Assistant Professor
Ms. Yogita Chodankar	Assistant Professor
Shri. Darshan Kandolkar	Assistant Professor
Shri. Rahul Gawas	Assistant Professor
Dr. Shailesh Chodankar	Assistant Professor
Shri. Saish Dalal	Assistant Professor
Ms. Dhanashri Balo	Assistant Professor
Ms. Deeksha Naik Talaulikar	Assistant Professor
Ms. P. Jyoti Kiran	Assistant Professor
Ms. Anurika Aswekar	Assistant Professor
Ms. Chaitali Koli	Assistant Professor
Ms. Kiran Palkar	Assistant Professor
Ms. Priyanka Pednekar	Assistant Professor
Ms. Richa Chimulkar	Assistant Professor
Ms. Perna Palekar	Assistant Professor
Ms. Pradnya Tari	Assistant Professor
Ms. Hema Sawant	Assistant Professor
Ms. Aswita Gawas	Assistant Professor
Ms. Sweta Bhagat	Assistant Professor

Ms. Shristhi Tamankar	Counsellor
Ms. Chinmayee Fadte	Assistant Professor
Ms. Sonam Parsekar	Assistant Professor
Ms. Priyanka Halankar	Assistant Professor
Ms. Sima Arnodekar	Assistant Professor
Dr Analiza Dsouza	Assistant Professor
Ms. Nikita Shirodkar	Assistant Professor
Shri. Ritesh Veugurlekar	Assistant Professor
Ms. Yadavi Velip	Assistant Professor
Ms. Anjita Gaonkar	Assistant Professor
Ms. Sampada Kerkar	Assistant Professor
Ms. Jwala Gawas	Assistant Professor
Shri. Rajaram Sandye	Head Clerk

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

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

The following members were absent for the meeting:

Name of the Member (s)	Role
Shri. Sunny Kanekar	College Director of Physical Education and Sports
Dr. Manisha Kulkarni	Assistant Professor
Dr. Sangeeta Dessai	Assistant Professor
Ms. Sona Bandodkar	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 06th September, 2022.	The minutes of the previous staff meeting held on were circulated among the faculty members.	The minutes of the previous staff meeting held on 06th September, 2022 were unanimously passed by the faculty members. Proposed by: Dr. 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: Conduct of Second & Third Mode of	Shri. Uaddhav Pol informed that the second and third mode of ISA must be	1. The last date to submit ISA Mark statement for both the	The Convenor and Member of ISA Monitoring Committee, to

Intra Semester Assessment and Mark submission	completed before 24th October, 2022 and the duly completed mark statement of the ISA should be submitted to the ISA Monitoring Committee by 24th October, 2022. Dr. Pinkesh Dhabolkar suggested that the class teachers should play a major role in orienting the students about timely submission of ISA work. The Principal informed that the students who participate in sports must submit the assignments as per schedule and Dr. Shailesh Chodankar and Shri. Sunny Kanekar should regularly orient the student about timely submission of ISA work.	programs will be 24th October, 2022. 2. The list of ISA defaulters will be prepared and notified by end of the semester.	take necessary action to implement the decisions taken.
Agenda III: Paper Setting for Odd Semester End Examination, November, 2022	Dr. Arun Marathe informed that list of paper setter and chairpersons will be circulated by 10th Oct, 2022 among the faculty members. He said that first year and second year exams will be held in November, 2022 as	1. Paper Setter list by 10th October, 2022 2. Semester End Exam in November, 2022. 3. Papers along with answer key to be submitted on Time	The College Exam Committee to take necessary action to implement the decisions taken.

	per time table prepared by the College and the Third Year and Fourth Year Exam will be held in November and December 2022 as per the time table prepared by Goa University. Dr. Arun informed that two sets of question paper and along with answer key for each paper must be submitted along with the zero-defect form to the Office. He also instructed that no papers will be accepted after the due date and told after due date the papers will be only accepted after a justification in writing. Dr. Pinkesh Dhabolkar told the paper setters to submit the paper to the Chairperson well in advance and much before the date of final submission, in order to avoid last minute delay and quick correction. The Principal instructed that a session on how to write the question numbers, and other related instructions musted be organized by exam committee and also a session on Answer Key Preparation for faculty may be organized.	4. An exam orientation for students and answer key preparation workshop for faculty may be organized.	

Agenda IV: Third Year Project Work 2022-23.	Shri. Rajaram Sandye informed that B. Com Program will have 14 projects supervised by 07 supervisors. The total number of the students enrolled for the project are 105 and of which 10 tittles have been received and 04 tittles of two project supervisors are pending. He also said the B.A.B.Ed. Program will have 22 projects supervised by 22 guides and the total number of the students are 94. Out of which 05 project titles from 05 project supervisors are pending. The Principal informed that list of tittles of the projects should be submitted to the office by the respective research supervisor latest by 10th October, 2022 for the submission of the tittle to Goa University.	1. The list of title of project of B. Com and B.A.B.Ed. must be submitted to Goa University by 15th October, 2022. 2. The research supervisors should timely monitor the progress of the students and ensure the timely completion of the project work for the academic year 2022-23.	The Head Clerk and Research Supervisors to take necessary action to implement the decisions taken.
Agenda V: AQAR 2021-22 and Workshop on revised guidelines for NAAC	Dr. Arun Marathe requested the criterion convenors to start working on the AQAR 2021-22 and deadline to submit the it was 10th December, 2022.	1. Plan for work of filling the fourth AQAR to be submitted on or before 10th December, 2022. 2. All the members of the Steering	The NAAC Coordinator and Criterion Convenors to take necessary action to implement the decisions taken.

	Dr. Arun Marathe informed that the College will organize Two-Day Workshop for the NAAC steering committee members of the College in the month on 14th and 15th October 2022.	Committee to attend the workshop.	
Agenda VI: Preparation of Institutional Development Plan and Awareness about NEP-2020	Dr. Sagar Mali informed that the College will prepare the Institutional Development Plan for next 10 years and submit it to the Directorate of Higher Education, Porvorim-Goa. The planning will be for 2 years, 5 years and 10 years. The work is entrusted to a IDP committee of the College and first meeting was held on 03rd October, 2022 and the second meeting will be held in last week of October, 2022.	1. The Committee for preparation of IDP to meet and provide inputs for preparation of IDP of the College in last week of October, 2022. 2. The deadline to prepare the draft IDP report is 20th November, 2022 3. The deadline to submit the final report to DHE is 30th November, 2022.	The Members of Committee for Preparation of Institutional Development Plan to work and implement the decisions.
Agenda VII: Decennial Celebrations of Vidya Prabodhini College	The Principal informed that a program of decennial celebrations will be held in the once the ongoing infrastructure projects of elevator and Hall are completed. He also informed that 02 proposals have been received from the Parent Teacher	4. The Committee to organize programs to celebrate Decennial Celebrations of Vidya Prabodhini College 5. The Committee of decennial celebration to take decision on	The Members of Decennial Celebrations Committee to work and implement the decisions.

	Association to organize activities as a part of decennial celebration. The Principal informed that the management of the College will provide financial support for two research projects of Rs. 50,000/- (each) for two faculty members one from B. Com and one from B.A.B.Ed. program as a part of decennial celebration.	the proposal received by the faculty members.	

Principal Remarks

1. The College should organize a greater number of community outreach programs
2. The Jan Shikshan Sauntha, affiliated to the College have started a Satellite Centre in Assonora, Bardez-Goa
3. The College should organize awareness campaign of use of mobile phone, postal insurance etc.
4. The College should organize chocolate making and cake making workshops.
5. The College maintenance committee to look after repair maintenance on regular basis.
6. A session for students by the Chartered Accountants and Company Secretary should be organized.
7. At least two meeting of each working committee must be held in an academic year.
8. The Morning Assembly can be conducted through the Public Address System
9. The Class Teacher should play an important role in maintaining discipline in the College
10. The Faculty Members should write in Movement Register, if they do out of the campus during the working hours.
11. Shri. Vittal Parrikar, Management Member of PES entrusted with the responsibility by the management to organize evacuation drill for all the Prabodhan Education Society's schools and college

A.O.B.	1. Dr. Sagar Mali informed that a review meeting about IDP work will be held on 13th October, 2022 2. Dr. Ujvala Hanjunkar informed that the	The suggestions made will be taken into consideration.	The decision on the suggestions will be implemented.

	first batch of BSE Course will start from 07th October, 2022 with 17 participants at the Conference Hall, Directorate of Education, Government of Goa , Porvorim.		
The meeting ended at 1.30 p.m. with thanks by the Chair, to all the members present for the meeting.			

Minutes drafted by : Staff Secretary.

Date:12-10-2022
Place: Parvari-Goa

(Prof. Bhushan V. Bhave)
PRINCIPAL

PRABODHAN EDUCATION SOCIETY'S

VIDYA PRABODHINI COLLEGE

OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT,
VIDYANAGAR, ALTO-PARVARI-GOA

NOTICE
(2022-23)
Faculty

A meeting of the Faculty Members is scheduled on **Thursday, 06th October, 2022** at **12.00 noon** in the F.Y.B.Com. A class room in physical mode by maintaining social distancing. All the members are requested to attend the meeting with the precautions of wearing mask, use of sanitizers, etc.

The Agenda for the meeting is given below:

1. Confirmation of the minutes of the last meeting held on 06th September, 2022.
   (The Staff Secretary)
2. Conduct of Second & Third Mode Intra Semester Assessment & Mark Submission.
   (The Convenor, ISA Monitoring Committee)
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   (The Secretary, Decennial Celebration Committee)
8. Any Other Business with the permission of the Principal.

Date: 26th September, 2022

(Prof. Bhushan V. Bhave)
PRINCIPAL

The following were present for the Staff Meeting held on 06th October, 2022 at 12.00 noon

1. Dr. Bhushan V. Bhave
2. Dr. Anil Thosare
3. Shraddha S Tamankar
4. Ms. Yadavi velip
5. Mr. Rahul Gaonkar
6. Ms. Nikita N. Shirodkar
7. Dr. Analiza M. D'souza

Date :
Page :

8. Ridha Chimulkar
9. Saish S. Nayak Dalal
10. Dr. Sonali Shankhalkar.
11. Dr. Varsha Ingalhalli
12. Ms. Priyanka R. Pedrekar
13. P Jyoti Kiran
14. Kuldeep A. Kamat
15. Yogita Chodankar
16. Charitali Koli
17. Anurika Aswekar
18. Sonam Parsekar
19. Sweta Bhagat
20. Priyanka Halannkar
21. Ritesh D. Vengurlekar
22. Dr. Sagar P. Mali
23. Dr. Ujvala M. Hanjunkar
24. Ms. Arjita Gaonkar
25. Nitesh Naik
26. Dr Arun R Marathe
27. Sunny Pandhre
28. Darshan S. Gaonkar
29. Dr. Pinkesh Dhabolkar
30. Rudresh Mhamal
31. Dr. Shailesh G. Chodankar
32. Pankaj P. Shirodkar
33. Kalidas M. Mhamal
34. Sampada Kerkar
35. Chinmayee Fodte
36. Darshan Shankar Kandolkar
37. Ms. Kiran S. Palkar
38. Ms. Yogita Gauns
39. Ms. Dhanashri Siddhesh Bale
40. Pradnya D. Tari
41. Preena S. Palekar
42. Ms. Priya Gosavi
43. Sima S. Arondekar

Chinmayee College of Commerce, Education, Computer & Management Studies

44.	Ms. Aswita Gawas	Gawas
45.	Ms. Hema Umesh Sawant	Sawant
46 ~~50~~.	Ms. Deeksha Naik Talaulikar	Gaus
47 ~~51~~.	Ms. Jwala V. Gawas	Gawas
48 ~~52~~	Mr. Kedarnath Gadkad	
49 ~~53~~	Rajaram Sandye	
50 ~~54~~	Vaddhav V. Pol	
~~55~~.	~~Rajesh Anil Thorat~~	
51 ~~55~~	Sunny S. Pandhre	Pandhre

PRABODHAN EDUCATION SOCIETY'S

VIDYA PRABODHINI COLLEGE

OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT,
VIDYANAGAR, ALTO-PARVARI-GOA

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8. Any Other Business with the permission of the Principal.

Date: 26th September, 2022

Vidya Prabodhini College of Commerce, Education, Computer & Management, Vidyanagar, Parvari Goa

(Prof. Bhushan V. Bhave)
PRINCIPAL

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

Minutes of the Staff Meeting held on Thursday, 06th October, 2022 at 2.00 p.m.

The meeting of the Teaching Staff was held on **06th October, 2022 at 2.00 p.m.** in the College. The meeting was chaired by Prof. Bhushan V. Bhave, Principal of the College. The following Contract and Lecture Basis faculty members and staff were present for the meeting.

Name of the member (s)	Role
Ms. P. Jyoti Kiran	Assistant Professor
Ms. Anurika Aswekar	Assistant Professor
Ms. Chaitali Koli	Assistant Professor
Ms. Kiran Palkar	Assistant Professor
Ms. Priyanka Pednekar	Assistant Professor
Ms. Richa Chimulkar	Assistant Professor
Ms. Perna Palekar	Assistant Professor
Ms. Pradnya Tari	Assistant Professor
Ms. Hema Sawant	Assistant Professor
Ms. Aswita Gawas	Assistant Professor
Ms. Chinmayee Fadte	Assistant Professor
Ms. Sonam Parsekar	Assistant Professor
Ms. Priyanka Halankar	Assistant Professor
Ms. Sima Arnodekar	Assistant Professor
Dr Analiza Dsouza	Assistant Professor
Ms. Nikita Shirodkar	Assistant Professor
Shri. Ritesh Veugurlekar	Assistant Professor
Ms. Yadavi Velip	Assistant Professor
Ms. Anjita Gaonkar	Assistant Professor
Ms. Sampada Kerkar	Assistant Professor
Ms. Jwala Gawas	Assistant Professor

The following members were absent for the meeting:

Name of the Member (s)	Role
Ms. Sona Bandodkar	Assistant Professor

The Principal welcomed the contract and Lecture basis staff instructed them to plan for activities in the odd and even semesters of 2022-23. He assured the faculty members support and assistance from the College to organize the activities. He invited suggestion from the faculty members on type of the activities the faculty members wish to organize:

1. Ms. Nikita Shirodkar said that Master of Ceremony Workshop will be organized and a awareness camps on health and hygiene.
2. Dr. Analisa D'Souza said that Power-point making competition will be organized
3. Ms. Sima Aroundekar said that Entrepreneurial meet will be organized
4. Ms. Yadavi Velip said that workshop on banking and competitive exam preparation will be organized
5. Ms. Anjita Gaonkar suggested that a certificate course on computer skills for students will be organized

Vidya Prabodhini College of Commerce, Education, Computer & Management * Vidyanagar, Parvari Goa

6. Mr. Ritesh Vengurlekar suggested that workshop on history, heritage and musicology will be organized
7. Ms. Asmita Painaik informed about Poet Meet and Proof-reading workshops and filed trip to Goan Varta
8. Ms. Chimmaye Fadte informed about certificate course in Devnagarri
9. Ms. Sampada Kerkar informed about visit to Thomas Stephen Konkani Kendraand Konkani Bhasha Mandal.
10. Ms. Sonam Parsekar informed about a visit to Mahila Asharam, Assagao-Bardez, workshop on compositing and a workshop on citation
11. Ms. Priyanka Halankar informed about guest lectures on environmental issues.

Contract Basis Faculty Members suggested the following points mentioned below their names

1. Ms. Richa Chimukar (Education)
    - Workshop on Paper-setting and answer key preparation
    - Programs on inclusive education
    - Baking classes for the community
2. Ms. P. Jyoti Kiran English)
    - English Speaking Course for Multi-tasking staff
    - English speaking course for local community
    - Workshop on letter writing
3. Ms. Anurika Aswekar (History)
    - Certificate Course in History
    - Invited lecture in the subject
    - Health Check-up camps for stakeholders
4. Ms. Perna Palyekar (Performing Arts)
    - Forum Theater for society
    - Street Play for community
    - Certificate Course in Kathak
    - Visit to old age home
    - Short film screening and competition on mental health
    - Talent Search for the students of the College
5. Ms. Hema Sawant (Geography)
    - Field visit to Matne Village
    - Identification of students with single parent/orphan
    - Workshop on products made from Coconut
6. Ms. Pradyna Tari
    - Visit to Akashvani and Doordarshan
    - Plan for the performances on doordarshan
    - Make a college Team of artist.
7. Ms. Priyanka Pednekar
    - Flower making workshop
    - Workshop on importance of physical fitness
    - Workshop on Grammar
8. Ms. Chaitali Koli
    - Workshop on Devnagri Typing for Students

Vidya Prabodhini College of Commerce, Education, Computer & Management * Vidyanagar, Parvari Goa

The Principal informed the faculty members to work on the following area during the A.Y. 2022-23

1. Reaching out to the community
2. Skill oriented courses
3. Panel discussions
4. Activities of Study Circle
5. Field trips/study tours
6. Certificate Courses
7. National level events like seminar/workshop and conferences.

The meeting ended at 3.30 p.m. with thanks by the Chair, to all the members present for the meeting.

Minutes drafted by: Staff Secretary.

Date:12-10-2022
Place: Parvari-Goa

(Prof. Bhushan V. Bhave)
PRINCIPAL

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

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Vidya Prabodhini College of Commerce, Education, Computer & Management * Vidyanagar, Parvari Goa

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	per time table prepared by the College and the Third Year and Fourth Year Exam will be held in November and December 2022 as per the time table prepared by Goa University. Dr. Arun informed that two sets of question paper and along with answer key for each paper must be submitted along with the zero-defect form to the Office. He also instructed that no papers will be accepted after the due date and told after due date the papers will be only accepted after a justification in writing. Dr. Pinkesh Dhabolkar told the paper setters to submit the paper to the Chairperson well in advance and much before the date of final submission, in order to avoid last minute delay and quick correction. The Principal instructed that a session on how to write the question numbers, and other related instructions musted be organized by exam committee and also a session on Answer Key Preparation for faculty may be organized.	4. An exam orientation for students and answer key preparation workshop for faculty may be organized.	

Agenda IV: Third Year Project Work 2022-23.	Shri. Rajaram Sandye informed that B. Com Program will have 14 projects supervised by 07 supervisors. The total number of the students enrolled for the project are 105 and of which 10 tittles have been received and 04 tittles of two project supervisors are pending. He also said the B.A.B.Ed. Program will have 22 projects supervised by 22 guides and the total number of the students are 94. Out of which 05 project titles from 05 project supervisors are pending. The Principal informed that list of tittles of the projects should be submitted to the office by the respective research supervisor latest by 10th October, 2022 for the submission of the tittle to Goa University.	1. The list of title of project of B. Com and B.A.B.Ed. must be submitted to Goa University by 15th October, 2022. 2. The research supervisors should timely monitor the progress of the students and ensure the timely completion of the project work for the academic year 2022-23.	The Head Clerk and Research Supervisors to take necessary action to implement the decisions taken.
Agenda V: AQAR 2021-22 and Workshop on revised guidelines for NAAC	Dr. Arun Marathe requested the criterion convenors to start working on the AQAR 2021-22 and deadline to submit the it was 10th December, 2022.	1. Plan for work of filling the fourth AQAR to be submitted on or before 10th December, 2022. 2. All the members of the Steering	The NAAC Coordinator and Criterion Convenors to take necessary action to implement the decisions taken.

	Dr. Arun Marathe informed that the College will organize Two-Day Workshop for the NAAC steering committee members of the College in the month on 14th and 15th October 2022.	Committee to attend the workshop.	
Agenda VI: Preparation of Institutional Development Plan and Awareness about NEP-2020	Dr. Sagar Mali informed that the College will prepare the Institutional Development Plan for next 10 years and submit it to the Directorate of Higher Education, Porvorim-Goa. The planning will be for 2 years, 5 years and 10 years. The work is entrusted to a IDP committee of the College and first meeting was held on 03rd October, 2022 and the second meeting will be held in last week of October, 2022.	1. The Committee for preparation of IDP to meet and provide inputs for preparation of IDP of the College in last week of October, 2022. 2. The deadline to prepare the draft IDP report is 20th November, 2022 3. The deadline to submit the final report to DHE is 30th November, 2022.	The Members of Committee for Preparation of Institutional Development Plan to work and implement the decisions.
Agenda VII: Decennial Celebrations of Vidya Prabodhini College	The Principal informed that a program of decennial celebrations will be held in the once the ongoing infrastructure projects of elevator and Hall are completed. He also informed that 02 proposals have been received from the Parent Teacher	4. The Committee to organize programs to celebrate Decennial Celebrations of Vidya Prabodhini College 5. The Committee of decennial celebration to take decision on	The Members of Decennial Celebrations Committee to work and implement the decisions.

	Association to organize activities as a part of decennial celebration. The Principal informed that the management of the College will provide financial support for two research projects of Rs. 50,000/- (each) for two faculty members one from B. Com and one from B.A.B.Ed. program as a part of decennial celebration.	the proposal received by the faculty members.	

Principal Remarks

1. The College should organize a greater number of community outreach programs
2. The Jan Shikshan Sauntha, affiliated to the College have started a Satellite Centre in Assonora, Bardez-Goa
3. The College should organize awareness campaign of use of mobile phone, postal insurance etc.
4. The College should organize chocolate making and cake making workshops.
5. The College maintenance committee to look after repair maintenance on regular basis.
6. A session for students by the Chartered Accountants and Company Secretary should be organized.
7. At least two meeting of each working committee must be held in an academic year.
8. The Morning Assembly can be conducted through the Public Address System
9. The Class Teacher should play an important role in maintaining discipline in the College
10. The Faculty Members should write in Movement Register, if they do out of the campus during the working hours.
11. Shri. Vittal Parrikar, Management Member of PES entrusted with the responsibility by the management to organize evacuation drill for all the Prabodhan Education Society's schools and college

A.O.B.	1. Dr. Sagar Mali informed that a review meeting about IDP work will be held on 13th October, 2022 2. Dr. Ujvala Hanjunkar informed that the	The suggestions made will be taken into consideration.	The decision on the suggestions will be implemented.

	first batch of BSE Course will start from 07th October, 2022 with 17 participants at the Conference Hall, Directorate of Education, Government of Goa , Porvorim.		
The meeting ended at 1.30 p.m. with thanks by the Chair, to all the members present for the meeting.			

Minutes drafted by: Staff Secretary.

Date:12-10-2022
Place: Parvari-Goa

(Prof. Bhushan V. Bhave)
PRINCIPAL

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

Minutes of the Staff Meeting held on Saturday, 12th November, 2022 at 10.00 a.m.

The meeting of the Teaching Staff was held on **Saturday, 12th November, 2022 at 12.00 a.m.** in the College. The meeting was chaired by Prof. Bhushan V. Bhave, Principal of the College. The following faculty members and staff were present for the meeting.

Name of the member (s)	Role
Dr. Anil Thosare	Associate Professor & Vice-Principal
Dr. Ujvala Hanjunkar	Assistant Professor
Dr. Arun Marathe	Assistant Professor
Mr. Sunny Kanekar	College Director of Physical Education and Sports
Shri. Rudresh Mhamal	Assistant Professor
Dr. Pinkesh Dhabokar	Assistant Professor
Shri. Nitesh Naik	College Librarian
Shri. Kedarnath Tadkod	Assistant Professor
Shri. Sunny Pandhre	Assistant Professor
Shri. Darshan Gaonkar	Assistant Professor
Shri. Pankaj Shirodker	Assistant Professor
Shri. Uaddhav Pol	Assistant Professor
Ms. Priya Gosavi	Assistant Professor
Dr. Manisha Kulkarni	Assistant Professor
Dr. Sonali Shankhwalker	Assistant Professor
Ms. Yogita Gauns	Assistant Professor
Ms. Yogita Chodankar	Assistant Professor
Shri. Darshan Kandolkar	Assistant Professor
Dr. Shailesh Chodankar	Assistant Professor
Shri. Saish Dalal	Assistant Professor
Ms. Deeksha Naik Talaulikar	Assistant Professor
Ms. P. Jyoti Kiran	Assistant Professor
Ms. Anurika Aswekar	Assistant Professor
Ms. Chaitali Koli	Assistant Professor
Ms. Kiran Palkar	Assistant Professor
Ms. Priyanka Pednekar	Assistant Professor
Ms. Richa Chimulkar	Assistant Professor
Ms. Perna Palekar	Assistant Professor
Ms. Pradnya Tari	Assistant Professor
Ms. Hema Sawant	Assistant Professor
Ms. Aswita Gawas	Assistant Professor
Ms. Sweta Bhagat	Assistant Professor
Ms. Shristhi Tamankar	Counsellor
Ms. Sona Bandodkar	Assistant Professor
Ms. Chinmayee Fadte	Assistant Professor
Ms. Sima Arnodekar	Assistant Professor

Vidya Prabodhini College of Commerce, Education, Computer & Management * Vidyanagar, Parvari Goa

Dr Analiza Dsouza	Assistant Professor
Ms. Yadavi Velip	Assistant Professor
Ms. Sampada Kerkar	Assistant Professor
Ms. Jwala Gawas	Assistant Professor
Ms. Asmita Painaik	Assistant Professor
Shri. Rajaram Sandye	Head Clerk

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

Name of the Member (s)	Role	Reason
Shri. Gautam Gaude	Assistant Professor	On Lien
Ms. Shamal Dessai	Assistant Professor	On Study Leave
Ms. Dhanashri Balo	Assistant Professor	Deputed to attend FIP
Dr. Sagar Mali	Assistant Professor	Exam Duty
Shri. Kuldeep Kamat	Assistant Professor	Exam Duty
Shri. Rahul Gawas	Assistant Professor	Exam Duty
Ms. Sonam Parsekar	Assistant Professor	Exam Duty
Ms. Nikita Shirodkar	Assistant Professor	Exam Duty

The following members were absent for the meeting:

Name of the Member (s)	Role
Dr. Varsha Ingalhalli	Assistant Professor
Dr. Sangeeta Dessai	Assistant Professor
Shri. Kalidas Mhamal	Assistant Professor
Ms. Priyanka Halankar	Assistant Professor
Shri. Ritesh Veugurlekar	Assistant Professor
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 06th October, 2022	The minutes of the previous staff meeting held on were circulated among the faculty members.	The minutes of the previous staff meeting held on 06th October, 2022 were unanimously passed by the faculty members. Proposed by: Dr. Pinkesh Dhabolkar seconded by: Shri. Pankaj Shirodker	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: Reporting of the Activities conducted after 06th October, 2022 till date	1. The Dept of Commerce organized Certificate course in association with PARC and BSE Institute, Mumbai 2. The Dept of Commerce also organized field trips, guest lectures, study visits, power-point presentation competition, workshop, and Festo-O-Biz Event. 3. The Dept of Geography in association with Dept of Education organized invited lecture, Poster and Essay Competition and celebrated world food day 4. The Dept of Sports and Physical Education organized Natural Trail, participated in inter collegiate women and men football competition and will organize cricket tournament in association with VPC Alumni Association 5. The Dept of Marathi in association with Parent Teacher Association organized short story writing workshop 6. The Nisarg Club in association with Dhavrukh organized One day workshops on Plantation and Rain Water Harvesting 7. The Career Guidance and Placement Cell organized placement drive by TJSB and YES Bank, invited lecture by Chartered Accountants and will organize the 36 hours online certificate course on Taxation and GST 8. The Dept of Mathematics organized workshop on Vedic Mathematics in association with SRS Academy 9. The NSS Unit organized one-day camp, clean India campaign, guest lectures, webinars, run for unity and took up cleaning of water body project in the locality 10. The Annual General Body of the Alumni Association will be held on 12th November, 2022. 11. The NAAC and IQAC organized two-day workshop on NAAC guidelines and an FDP on outcome-based education 12. The Dept of History organized heritage walk and exhibition 13. The Dept of Education celebrated International Translation Day. 14. The Student Council organized Dandiya Ras Competition 15. The Dept of Marathi organized book-review competition, invited lectures on the theme of the year (Writings of Shanta Shekle) 16. A 03-day workshop for non-teaching staff was held in the College 17. The Dept. of English organized Field Trip to Mollen. 18. The Study Circle organized lecture on Cyber Security. 19. National Library Day was celebrated and a session was held on the occasion.		
Agenda III: Reporting of ISA & Attendance Defaulters for Odd Semesters of 2022-23	Shri. Uaddhav Pol informed that there are 05 defaulters in total, 01 for B.A.B.Ed. and 04 for B. Com during	1. The mechanism to monitor and track the attendance defaulters	The Convenor and Member of ISA Monitoring Committee, Attendance

	the odd semesters of 2022-23. He told the list of the attendance defaulters has been displayed on the notice board. Shri. Pankaj Shirodker informed that the IAIMS portal does not provide consolidated attendance of the students. In this regard an email has been sent to DHE. The Principal informed that medical should not be considered as justification and parent group should be formed to keep the parents updated about the attendance status of the ward. Dr. Ujvala Hanjunkar suggested that the complete list of attendance defaulters should be displayed on the notice board well in advance before the last instructional day. Shri. Kedarnath Tadkod suggested that the college should have a policy about attendance of the student, which should mention clearly the process of how to go about the about attendance matters.	should be strengthened. 2. The policy for attendance related matters to be prepared 3. The list of defaulters to be displayed on the College website 4. An email about the consolidated report of attendance to be made available on the IAIMS portal to be sent to DHE. 5. The what's app group of parents to be created and the status of the attendance to be shared with the parents about their wards.	Monitoring Committee and Class Teachers to take necessary action to implement the decisions taken.

Agenda IV: Conduct of Semester End Examination November/December, 2022	Dr. Arun Marathe informed that the examination will be held on from 12th November, 2022. In all 768 students will be part of the examination process and a total of 17 blocks will be used to conduct the exam in the morning and evening sessions. A total of 206 supervisions are to be carried out by the faculty members. He informed that the semester V and VII exam will be conducted by the Goa University, Goa and the remaining semesters will be conducted by the college as per the guidelines of Goa University. Ms. Yogita Chodankar inquired about the procedure for reporting the unfair means during the examination. Dr. Arun Marathe informed that the procedure will be informed to the staff members, shortly.	1. The exam will be conducted from 12th November, 2022. 2. The junior supervisors will help in conduct of the examination smoothly. 3. There will be 04 senior supervisors. 4. The result will be prepared as per the guidelines of Goa University. 5. The mark entry of ESA marks on the IAIMS portal will be done by the examination committee and not individual faculty members.	The College Exam Committee to take necessary action to implement the decisions taken.
Agenda V: Submission AQAR 2021-22	Dr. Arun Marathe informed that the work of preparing the AQAR is in the final stages and the AQAR will be submitted on 05th December, 2022	1. Plan for work of filling the fourth AQAR to be submitted on or before 05th December,2022 .	The NAAC Coordinator and Criterion Convenors and members to take necessary action

	The presentations to review the AQAR will start from 25th November, 2022. Dr. Arun Marathe informed that the SOP's of each committee should be prepared on priority. He said that from January, 2023 the College will start writing the Self Study Report of the second cycle and by July 2023 the IIQA will be submitted, as in September, 2023 the first cycle NAAC accreditation period of the College will be over.	2. All the members of the Steering Committee to and members of each criterion to contribute for preparation of SSR for the second cycle of NAAC 3. The SOPs of each criterion should be prepared 4. The second cycle of NAAC accreditation will be completed by academic year 2023-24.	to implement the decisions taken.
Agenda VI: Preparation of Institutional Development Plan	Dr. Sagar Mali informed that the IDP of the College has been already prepared and soon it will be presented before the management and other stakeholders before its final submission on 30th November, 2022.	1. The deadline to submit the final report to DHE is 30th November, 2022.	The Members of Committee for Preparation of Institutional Development Plan to work and implement the decisions.
Agenda VII: Decennial Celebrations of Vidya Prabodhini College	The Principal informed that All Goa School Headmasters Meet and will be held as apart of Decennial Celebrations of the College. The workshop on NAAC guidelines considering NEP 2020 will be held in December, 2022 for which Prof. Bhushan	1. The Committee to organize programs to celebrate Decennial Celebrations of Vidya Prabodhini College	The Members of Decennial Celebrations Committee to work and implement the decisions.

	Patvardhan, NAAC Executive Council, will be the Chief Guest. Two books will be released as a part of the decennial celebration by the College.		
Agenda VIII: Status of submission of Activity Reports by Staff for Odd Semesters of 2022-23	Shri. Pankaj Shirodker informed that in all 47 academic and 17 co-curricular activities have been organized during the odd semesters of A.Y. 2022-23.	1. A presentation about all the activities conducted must be kept ready.	The Activity and Record Maintaining Committee should implement the decision.
Agenda IX: Proposals for conduct of activities in the Even Semester of 2022-23	The Principal instructed the faculty members to submit the proposals for the conduct of activities by 02nd January, 2023 to the IQAC	1. The proposals for conduct of activities should be submitted by 02nd Jan, 2023	The IQAC of the College to receive the proposals and examine the proposals and submit to office for the final approval of the Principal.
A.O.B.	1. Dr. Pinkesh Dhabolkar and Shri. Rudresh Mhamal informed about the NSS Special Camp to be held at Govt High School, Chandel, Pedne-Goa. From 23rd to 29th December, 2022. The camp will be self-financed 2. Shri. Kedarnath Tadkod informed that the Department of English will organize a study	The suggestions made will be taken into consideration.	The decision on the suggestions will be implemented.

	tour to Hampi, from 26th to 29th December, 2022 3. Ms. Yogita Gauns informed that the Department of History will sign an MOU with Department of Archology. 4. The Accountant presented on the rules and regulations for utilization of funds and documents required. 5. An orientation of Junior Supervisors was conducted by the Chairman of College Examination Committee		
The meeting ended at 1.00 p.m. with thanks by the Chair, to all the members present for the meeting.			

Minutes drafted by: Staff Secretary.

Date:24-11-2022
Place: Parvari-Goa

(Prof. Bhushan V. Bhave)
PRINCIPAL

PRABODHAN EDUCATION SOCIETY'S

VIDYA PRABODHINI COLLEGE

OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT,
VIDYANAGAR, ALTO-PARVARI-GOA

NOTICE
(2022-23)
Faculty

A meeting of the Faculty Members is scheduled on **Thursday, 06th October, 2022** at **12.00 noon** in the F.Y.B.Com. A class room in physical mode by maintaining social distancing. All the members are requested to attend the meeting with the precautions of wearing mask, use of sanitizers, etc.

The Agenda for the meeting is given below:

1. Confirmation of the minutes of the last meeting held on 06th September, 2022.
   (The Staff Secretary)
2. Conduct of Second & Third Mode Intra Semester Assessment & Mark Submission.
   (The Convenor, ISA Monitoring Committee)
3. Paper Setting for Odd Semester End Examination, November, 2022.
   (The Chairperson, College Exam Committee)
4. Third Year Project Work 2022-23.
   (The Head Clerk)
5. Submission of AQAR 2022-23 and Workshop on Revised Guidelines of NAAC
   (The NAAC Coordinator)
6. Preparation of Institutional Development Plan and awareness on NEP-2020.
   (The NEP Coordinator & Member Secretary of IDP)
7. Decennial Celebrations of Vidya Prabodhini College
   (The Secretary, Decennial Celebration Committee)
8. Any Other Business with the permission of the Principal.

Date: 26th September, 2022

(Prof. Bhushan V. Bhave)
PRINCIPAL

The following were present for the Staff Meeting held on 06th October, 2022 at 12.00 noon

1. Dr. Bhushan V. Bhave
2. Dr. Anil Thosare
3. Shreshti S. Tamankar
4. Ms. Yadavi velip
5. Mr. Rahul Gaonkar
6. Ms. Nikita N. Shirodkar
7. Dr. Amaliza M. D'souza

8. Ridha Chimulkar
9. Sainh S. Nayak Dalal
10. Dr. Soneli Shankhalkar
11. Dr. Varsha Ingalhalli
12. Ms. Priyanka R. Redkekar
13. P Jyoti Kiran
14. Kuldeep A. Kamat
15. Yogita Chodankar
16. Charitali Koli
17. Anurika Aswekar
18. Sonam Parsekar
19. Sweta Bhagat
20. Priyanka Halarnkar
21. Ritesh D. Vengurlekar
22. Dr. Sagar P. Mali
23. Dr. Vyvala M. Hanyunkar
24. Ms. Anjita Gaonkar
25. Nitesh Naik
26. Dr. Arun R Maratha
27. Sunny Pandhre
28. Darshan S. Gaonkar
29. Dr. Pinkesh Dhabolkar
30. Rudresh Mhamal
31. Dr. Shailesh G. Chodankar
32. Pankaj P. Shirodkar
33. Kailas M. Mhamal
34. Sampada Kerkar
35. Chinmayee Fadte
36. Darshan Shankar Pandhare
37. Ms. Kiran S. Palkar
38. Ms. Yogita Gauns
39. Ms. Dhanashri Siddhesh Bato
40. Pradnya D. Tari
41. Prerna S. Palekar
42. Ms. Priya Gaonri
43. Sima S. Arondekar

Date :
Page :

44.	Ms. Aswita Gawas	Gawas
45.	Ms. Hema Umesh Sawant	Sawant
46 ~~50~~.	Ms. Deeksha Naik Talaulikar	Talaulikar
47 ~~51~~.	Ms. Jwala V. Gawas	Gawas
48 ~~52~~	Mr. Kedarnath Gadkod	
49 ~~53~~	Rajaram Sandye	
50 ~~54~~	Vaddhav V. Pol	
~~55~~.	~~Rohan Anil Thorat~~	~~Thorat~~
51 ~~55~~	Sunny S. Pandhre	Pandhre

Vidya Prabodhini College of Commerce, Education, Computer & Management
Vidyanagar, Parvari Goa

PRABODHAN EDUCATION SOCIETY'S

VIDYA PRABODHINI COLLEGE

OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT,
VIDYANAGAR, ALTO-PARVARI-GOA

NOTICE
(2022-23)
Faculty

A meeting of the Faculty Members is scheduled on **Saturday, 12th November, 2022** at **10.00 a.m.** in the F.Y.B.Com. A classroom. All the members are requested to attend the meeting.

The agenda for the meeting is given below:

1. Confirmation of the minutes of the last meeting held on 06th October, 2022.
   (The Staff Secretary)
2. Reporting of the Activities conducted after 06th October, 2022 till date
   (Head of each Department & Convenors of respective Working Committees)
3. Reporting of ISA & Attendance Defaulters for Odd Semesters of 2022-23
   (The Convenors, ISA Monitoring & Attendance Monitoring Committees)
4. Conduct of Semester End Examination November/December, 2022
   (The Chairperson, College Examination Committee)
5. Submission of the fourth AQAR- 2021-22.
   (The NAAC Coordinator)
6. Preparation of Institutional Development Plan
   (The Member Secretary of IDP)
7. Decennial Celebrations of Vidya Prabodhini College
   (The Secretary, Decennial Celebration Committee)
8. Status of submission of Activity Reports by Staff for Odd Semesters of 2022-23
   (The Convenor, Activity Record Maintaining Committee)
9. Proposals for the conduct of activities in the Even Semester of 2022-23
   (The Principal)
10. Any Other Business with the permission of the Principal.

Note: The Accountant will present on the pattern of assistance to the College from DHE (Duration of Presentation: 15 min) followed by Q&A (if any).

Date: 03rd November, 2022

Vidya Prabodhini College of Commerce, Education, Computer & Management * Vidyanagar, Parvari Goa

(Prof. Bhushan V. Bhave)
PRINCIPAL

The following members attended the meeting held on 12-11-22 at 10.00 a.m. in the College

1) Dr. Bhushan Bhave
2) Dr. Anil Thosare
3) Dr. Manisha V. Kulkarni

4) Dr. Arun R Marathe
5) Shri- Vaddhav Vijay Pol
6) Nitesh Naik
7) Sunny Pandhre
8) Rajaram Sawdye
9) Pooja Khram
10) Dr. Sonali Shankhdhar
11) Ms. Priya Gosavi
12) Sima S. Amudekar
13) Ms. Priyanka R. Pednekar
14) Ms. Reena S. Palekar
15) Pradnya Tari
16) Ms. Sweta Bhagat
17) Ms. Yadavi K. Velip
18) Yogita Chodankar
19) Chaitali Kori
20) Aswita Gawas
21) Anurika Aswekar
22 Richa Chimulkar
23 Srishti S. Tamankar
24. Ms. Kiran S. Palkar
25. Ms. Yogita Gauns
26 Darshan Shankar Kandolkar
27. Dr. Shailesh G. Chodankar
28. Mr. Sunny R. Kamekar
29. Rudresh Mhamal
30. Dr. Pinkesh Dhabolkar
31) Pankaj P. Shirodkar
32. Darshan Chorankar
33 Chinmayee Fadte
34. Sona Bandodkar
35. Saish S Nayak Dalal
36 Analiza M. D'souza
37 Deeksha Naik Talaulikar
38 Kedarnath Tadkod
39 Sampada Kerkar
40. Asmita Paincik

Shri Pundalik Dattaji Kakodkar College of Commerce, Education, Computer & Management, Vidyanagar Parvari Goa

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

Minutes of the Staff Meeting held on Wednesday, 04th January, 2023 at 12.00 noon

The meeting of the Teaching Staff was held on **Wednesday, 04th January, 2023 at 12.00 noon** in the College. The meeting was chaired by Prof. Bhushan V. Bhave, Principal of the College. The following faculty members and staff were present for the meeting.

Name of the member (s)	Role
Dr. Anil Thosare	Associate Professor & Vice-Principal
Dr. Ujvala Hanjunkar	Assistant Professor
Dr. Arun Marathe	Assistant Professor
Shri. Rudresh Mhamal	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
Ms. Priya Gosavi	Assistant Professor
Shri. Kalidas Mhamal	Assistant Professor
Dr. Manisha Kulkarni	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. Darshan Kandolkar	Assistant Professor
Shri. Rahul Gawas	Assistant Professor
Shri. Saish Nayak Dalal	Assistant Professor
Ms. Dhanashri Balo	Assistant Professor
Ms. Deeksha Naik Talaulikar	Assistant Professor
Ms. P. Jyoti Kiran	Assistant Professor
Ms. Anurika Aswekar	Assistant Professor
Ms. Chaitali Koli	Assistant Professor
Ms. Kiran Palkar	Assistant Professor
Ms. Priyanka Pednekar	Assistant Professor
Ms. Richa Chimulkar	Assistant Professor
Ms. Perna Palekar	Assistant Professor
Ms. Pradnya Tari	Assistant Professor
Ms. Hema Sawant	Assistant Professor
Ms. Aswita Gawas	Assistant Professor
Ms. Sweta Bhagat	Assistant Professor

Ms. Chinmayee Fadte	Assistant Professor
Ms. Sima Arnodekar	Assistant Professor
Dr Analiza Dsouza	Assistant Professor
Ms. Asmita Painaik	Assistant Professor
Ms. Nikita Shirodkar	Assistant Professor
Ms. Sonam Parsekar	Assistant Professor
Shri. Ritesh Veugurlekar	Assistant Professor
Shri. Rajaram Sandye	Head Clerk

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

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

The following members were absent for the meeting:

Name of the Member (s)	Role
Mr. Sunny Kanekar	College Director of Physical Education and Sports
Shri. Uaddhav Pol	Assistant Professor
Dr. Shailesh Chodankar	Assistant Professor
Ms. Shristhi Tamankar	Counsellor
Ms. Sona Bandodkar	Assistant Professor
Ms. Priyanka Halankar	Assistant Professor
Ms. Jwala Gawas	Assistant Professor
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 12th November, 2022.	The minutes of the previous staff meeting held on were circulated among the faculty members.	The minutes of the previous staff meeting held on 12th November, 2022 were unanimously passed by the faculty members. Proposed by: Shri. Darshan Kandolkar seconded by: Dr. Pinkesh Dhabolkar	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: Reporting of the Activities conducted after 12th November, 2022 till date	1. The Dept of Commerce also organized study trip to BSE and NSE, Mumbai as a part of the certificate course in association with PARC & Institute of Bombay Stock Exchange. 2. The Dept of Commerce organized certificate course on Banking 2.0 in association with the TJSB Sahakari Bank, Goa 3. Mr. Vinaynuj Khushawa, NSS Volunteer of the College will represent the State of Goa at RD Parade, New Delhi. 4. The NSS Unit organized the NSS Special Camp in month of December, 2022 at Chandel Village, Pedne Goa and organized a lecture for self help groups and installed water harvesting plants in the village. 5. The IQAC and NAAC organized a One Day National Seminar on Getting ready for NAAC in light of NEP:2020 6. Dr. Sagar Mali and Students of Vidya Prabodhini College visited the Swami Vivekanand Kendra at Kanyakumari. 7. The Career Guidance and Placement Cell organized placement organized the 36 hours online certificate course on Taxation and GST 8. The Annual General Body of the Alumni Association held on 12th November, 2022. 9. Ms. Sudeepa Chodankar, student of B. Com won Gold Medal in National Level Sports event.		
Agenda III: Results of Odd Semester Examination held in November, 2022.	Dr. Arun Marathe, informed that the results of FY/SY become have been prepared and the results will be declared by 21st January, 2023. He thanked all the faculty members for the submission of answer booklets on time and also informed that the result will be prepared through the IAIMS software.	1. The result will be declared by 21st January, 2023.	The College Exam Committee to take necessary action to implement the decisions taken.
Agenda IV: Preparation of Self Study Report for the Second Cycle of NAAC	Dr. Arun Marathe informed that all the four AQAR's of the College have been accepted by the NAAC.	1. Plan for work of filling the fourth SSR to be submitted on or before 28th Feb, 2023.	The NAAC Coordinator and Criterion Convenors and members to take necessary action

	He informed that draft copy of the second SSR should be ready by 31st Jan, 2023 and the Documentation for the second cycle should be completed by February, 2023. The fifth AQAR of the College will be prepared by end of May, 2023 and the IIQA will be filled in the month of June, 2023. The second cycle process including the visit of the Peer Team will be held by February, 2024. The Principal informed that there will be a residential camp for the faculty and Administrative staff to finalize the SSR in the month of February, 2023	2. All the members of the Steering Committee to and members of each criterion to contribute for preparation of SSR for the second cycle of NAAC 3. The second cycle of NAAC accreditation will be completed by Feb, 2024	to implement the decisions taken.
Agenda V: Decennial Celebrations of Vidya Prabodhini College	The Principal informed that All Goa School Headmasters Meet and will be held as apart of Decennial Celebrations of the College. There are two proposals submitted to the Department of Tourism and IT for conduct of certificate courses in the area of	1. The Committee to organize programs to celebrate Decennial Celebrations of Vidya Prabodhini College	The Members of Decennial Celebrations Committee to work and implement the decisions.

	tourism and educational technology.		
Agenda VI: Proposals for conduct of activities in the Even Semester of 2022-23	The Principal instructed the faculty members to submit the proposals for the conduct of activities through the IQAC.	1. The proposals for conduct of activities should be submitted	The IQAC of the College to receive the proposals and examine the proposals and submit to office for the final approval of the Principal.
Remarks of the Principal	1. The renovated staff room is available for use for the faculty members. 2. The faculty members should must have 40 percent of the syllabus of each subject on digital platform. 3. The working committees should conduct at least two meeting in the academic year. 4. The faculty members must actively promote the water harvesting projects in their locality. 5. A training program on use of ICT boards, for the faculty members must be conducted.		
A.O.B.	1. Dr. Ujvala Hanjunkar suggested that an email should be written to DHE with regard to consolidated attendance of students on the IAIMS portal. 2. The Head Clerk informed that the approvals of Contract/Lecture Basis faculty members have been received from DHE 3. Dr. Arun Marathe suggested that the programs for the even semesters should be focused towards	The suggestions made will be taken into consideration.	The decision on the suggestions will be implemented.

	community and research oriented. 4. Dr. Anil Thosare informed the eligible Faculty Members about the submission of file for Promotion through CAS. 5. Dr. Anil informed that second workshop on Outcome Based Learning will be held in February, 2023.		
The meeting ended at 1.30 p.m. with thanks by the Chair, to all the members present for the meeting.			

Minutes drafted by: Staff Secretary.

Date:09-01-2023
Place: Parvari-Goa

(Prof. Bhushan V. Bhave)
PRINCIPAL

Prabodhan Education Society's

Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidyanagar, Alto-Parvari-Goa

Minutes of the Staff Meeting held on Wednesday, 08th February, 2023 at 11.00 a.m.

The meeting of the Teaching Staff was held on **Wednesday, 08th February, 2023 at 11.00 a.m.** in the College. The meeting was chaired by Prof. Bhushan V. Bhave, Principal of the College. The following faculty members and staff were present for the meeting.

Name of the member (s)	Role
Dr. Anil Thosare	Associate Professor & Vice-Principal
Dr. Ujvala Hanjunkar	Assistant Professor
Dr. 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. Uaddhav Pol	Assistant Professor
Ms. Priya Gosavi	Assistant Professor
Shri. Kalidas Mhamal	Assistant Professor
Dr. Manisha Kulkarni	Assistant Professor
Dr. Sangeeta Dessai	Assistant Professor
Shri. Kuldeep Kamat	Assistant Professor
Ms. Yogita Gauns	Assistant Professor
Ms. Yogita Chodankar	Assistant Professor
Shri. Darshan Kandolkar	Assistant Professor
Dr. Shailesh Chodankar	Assistant Professor
Shri. Rahul Gawas	Assistant Professor
Shri. Saish Nayak Dalal	Assistant Professor
Ms. Dhanashri Balo	Assistant Professor
Ms. P. Jyoti Kiran	Assistant Professor
Ms. Shristhi Tamankar	Counsellor
Ms. Anurika Aswekar	Assistant Professor
Ms. Chaitali Koli	Assistant Professor
Ms. Kiran Palkar	Assistant Professor
Ms. Priyanka Pednekar	Assistant Professor
Ms. Richa Chimulkar	Assistant Professor
Ms. Pradnya Tari	Assistant Professor
Ms. Hema Sawant	Assistant Professor
Ms. Aswita Gawas	Assistant Professor
Ms. Sweta Bhagat	Assistant Professor
Ms. Chinmayee Fadte	Assistant Professor

Vidya Prabodhini College of Commerce, Education, Computer & Management, Vidyanagar, Parvari Goa

Ms. Sima Arnodekar	Assistant Professor
Ms. Asmita Painaik	Assistant Professor
Ms. Nikita Shirodkar	Assistant Professor
Ms. Sonam Parsekar	Assistant Professor
Shri. Ritesh Veugurlekar	Assistant Professor
Ms. Sayel Kalangutkar	Assistant Professor
Ms. Priyanka Halankar	Assistant Professor
Shri. Rajaram Sandye	Head Clerk

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

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

The following members were absent for the meeting:

Name of the Member (s)	Role
Mr. Sunny Kanekar	College Director of Physical Education and Sports
Shri. Rudresh Mhamal	Assistant Professor
Dr. Sonali Shankhwalker	Assistant Professor
Ms. Deeksha Naik Talaulikar	Assistant Professor
Ms. Perna Palekar	Assistant Professor
Ms. Sona Bandodkar	Assistant Professor
Dr Analiza Dsouza	Assistant Professor
Ms. Jwala Gawas	Assistant Professor
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 04th January, 2023.	The minutes of the previous staff meeting held on were circulated among the faculty members.	The minutes of the previous staff meeting held on **04th January, 2023.** were unanimously passed by the faculty members. Proposed by: Dr. Varsha Ingalhalli seconded by: Shri. Darshan Kandolkar	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: Reporting of the Activities conducted after 04th January, 2023 till date	1. The Dept of Commerce conducted certificate course on basics of beautician, one invited lecture on corporate readiness and visit to 05 Higher Secondary Schools for orientation of HSSC students. 2. Two faculty members from Dept of Commerce participated in Faculty Development Program on Banking. 3. Six faculty members of the Dept of Education participated in National Conference on Future of B.Ed. Program and organized workshop on non-verbal communication, Blooms Taxonomy, and Konkani proof reading, and quiz on the occasion of International Education Day. 4. The Faculty members and students attended Geographers Convention, Intercollegiate event and also organized a field trip 5. The NSS Unit organized invited lectures on Cancer day, importance of blood donation. Street Play, Poster Competition, Rally to create awareness on importance of blood donation, Nature Trail, Electoral Learning Activity were organized and the volunteers were deputed to the Purple Feast. 6. Dr. Sagar Mali informed that he will present two research papers at a International Conference in Sri Lanka in month of February, 2023.		
Agenda III: Conduct of all modes of Intra Semester Assessment for Even Semesters of 2022-23	Shri. Uaddhav Pol informed that B.A.B.Ed. First ISA component will be held from 20th to 23rd February, 2023 and B. Com First ISA component will be held from 15th to 17th February, 2023. He informed that the supervision chart and the time table will be displayed on the staff and student notice board respectively. He informed that the last day to submit all the marksheets of all the components is 31st March, 2023.	1. The ISA will be conducted as per the time table 2. The last day to submit marksheet and complete mark entry on IAIMS portal is 31st March, 2023. 3. The Convenor , Students Council will monitor the participation of the students in intercollegiate events.	The ISA Monitoring Committee will monitor the timely submission of ISA by all the faculty members and report with list of the ISA defaulters to the Principal.

	Shri. Pankaj Shirodker informed that attendance of the student who shall remain absent in class and is on duty will be marked by the attendance committee. The Principal informed that the students participating in the intercollegiate event can at the most use three working days for practice.		
Agenda IV: Submission of Third Year Project Report for 2022-23	Shri. Rajaram Sandye informed that the last date to submit the Third Year Project is 28th February, 2023. The Principal instructed the Project Supervisors to inform the students about the date of submission and ensure timely submission of the project reports to the office.	1. The project report should be submitted to office by the Research Supervisors before 28th February, 2023.	Each Project Supervisor to take follow-up of the Project work and ensure timely submission.
Agenda V: Preparation of Self Study Report for the Second Cycle of NAAC	Dr. Arun Marathe informed that draft copy of the second SSR should be ready by 15th February, 2023 and the Documentation for the second cycle should be completed by 28th February, 2023. The fifth AQAR of the College will be prepared by end of May, 2023 and the IIQA will be filled in the month of July, 2023.	1. All the members of the Steering Committee to and members of each criterion to contribute for preparation of SSR for the second cycle of NAAC 2. The second cycle of NAAC accreditation will be completed by Feb, 2024	The NAAC Coordinator and Criterion Convenors and members to take necessary action to implement the decisions taken.

	The second cycle process including the visit of the Peer Team will be held by February, 2024. Dr. Arun Marathe informed that the Benchmarks released by NAAC with regard to accreditation have been studied and a report of the study will be submitted to the Principal.		
Agenda V: Decennial Celebrations of Vidya Prabodhini College	The Principal informed as apart of decennial celebration the Parent Teacher Association of the College has reprinted a book on Sapatakoteshwar Temple, Narve and it will be released on 11th Februray, 2023 at the hand of Hon'ble Chief Minister of Goa at a State Function. He invited all the staff members to attend the function at Narve, Bicholim Goa.	No Decision	No action.
Remarks of the Principal	1. The minutes of the meeting of the first meeting of the working committees must be submitted by 15th February, 2023. 2. The SOPs of all the working committees and administrative procedures must be submitted by 20th February, 2023. 3. All the Faculty Members and students must have an account on Digi locker by 20th February, 2023. 4. The Nodal Officers for looking after issues of PwD, Scholarships, Enrollment for SAYAM courses, conduct of Audits, MOUs and documentation of NAAC will be notified by the Office 5. Appreciations to Shri. Ashok Chodankar, Controller of Examinations for having introduced reforms in the examination section of Goa University		

	6. The PR and Publicity Committee of the College should ensure that more news reports are published in the local newspapers in all the languages. 7. The meeting of mentor and mentee for the current semester should be held on a single day by allocation of slot in the time-table. 8. The Principal said that he has informed Directorate of Higher Education that the pattern of assistance requires revision.		
A.O.B.	1. Dr. Arun Marathe suggested that Mentor should conduct home visits, if required. The College should buy paper shedder to recycle the paper 2. Shri. Saish Nayak Dalal suggested that Po's and Co's of few subject can be prepared using blooms taxonomy during the even semester. 3. Ms. Sweta Bhagat informed that there will be seminar on the Union Budget on 09th February, 2023. 4. A Session on Saving and investment was held after the meeting for the Staff Members of the College	The suggestions made will be taken into consideration.	The decision on the suggestions will be implemented.
The meeting ended at 1.00 p.m. with thanks by the Chair, to all the members present for the meeting.			

Minutes drafted by: Staff Secretary.

Date:16-02-2023
Place: Parvari-Goa

(Prof. Bhushan V. Bhave)
PRINCIPAL

Date :
Page :

PRABODHAN EDUCATION SOCIETY'S

VIDYA PRABODHINI COLLEGE

OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT,
VIDYANAGAR, ALTO-PARVARI-GOA

NOTICE
(2022-23)
Faculty

A meeting of the Faculty Members is scheduled on **Wednesday, 04th January, 2023** at **12.00 noon** in the F.Y.B.Com. A classroom. All the members are requested to attend the meeting.

The agenda for the meeting is given below:

1. Confirmation of the minutes of the last meeting held on 12th November, 2022.
   (The Staff Secretary)
2. Reporting of the Activities conducted after 12th November, 2022 till date
   (Head of each Department & Convenors of respective Working Committees)
3. Results of Odd Semester Examination held in November, 2022.
   (The Chairperson, College Examination Committee)
4. Preparation of Self Study Report for the Second Cycle of NAAC
   (The NAAC Coordinator)
5. Plans for Decennial Celebrations of Vidya Prabodhini College
   (The Secretary, Decennial Celebration Committee)
6. Proposals for conduct of activities in the Even Semester of 2022-23
   (The Principal)
7. Any Other Business with the permission of the Principal.

Date: 02nd January, 2023

(Prof. Bhushan V. Bhave)
PRINCIPAL

The following members attended the meeting held on 04/01/23 at 12.00 noon in the College.

1) Bhushan Bhave
2) Dr. Anil T. Thosare
3) Saish S. Nayak Dalal
4) Rajaram S Sandye
5) Rahul T. Gawas
6) Dr Arun R. Marathe
7 Nitesh Naik
8 Nikita Shirodkar
9. Sonam Parsekar
10. Sima S. Arondekar
11. Ms. Priya Gosavi
12. Ms. Sweta B. Bhagat
13. Dr. Analiza M. D'Souza

14. Dr. Sonali Shankhwalker
15. Dr. Varsha Angalhalli
16. Ms. Jyoti Kiran
17) Kedarnath Tadkod
18) Ms. Yogita Gauns
19) Ms. Dhanashri S. Balo
20. Kuldeep A. Kamat
21 Richa S. Chimulkar
22 Ritesh D. Vengurlekar
23 Dr. Sagar P. Mali
24 DR. Gyula Harjunkar
25 Sunny Pandhre
26. Aswita Gawas
27. Anurika S. Aswekar
28 Chaitali C. Kori
29 Yogita Chodankar
30. Ms. Hema Umesh Sawant
31. Ms. Kiran Suryakant Palkar
32. Darshan Dhanjor Kandolkar
33. Ms. Preena Palekar
34. Pradnya Tari
35. Ms. Priyanka P. Pednekar
36 Dr. Sangeeta. Dessai
37 Ms. Chinmayee Fadte
38. Ms. Asmita A. Painaik
39. Mr. Rudresh Mhapsekar
40. Dr. Pinkesh Dhabolkar
41. Kalidas M Mhamal
42) Pankaj P. Shirodkar
43) Darshan Cuonkar
44) Deeksha Naik Talaulikar
45) Dr. Manisha V. Kulkarni

PRABODHAN EDUCATION SOCIETY'S

VIDYA PRABODHINI COLLEGE

OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT,
VIDYANAGAR, ALTO-PARVARI-GOA

NOTICE
(2022-23)
Faculty

A meeting of the Faculty Members is scheduled on **Wednesday, 08th February, 2023** at **11.00 a.m.** in the F.Y.B.Com. A classroom. All the members are requested to attend the meeting.

The agenda for the meeting is given below:

1. Confirmation of the minutes of the last meeting held on 04th January, 2023.
   (The Staff Secretary)
2. Reporting of the Activities conducted after 04th January, 2023 till date
   (Head/In-charge of each Department & Convenors of respective Working Committees)
3. Conduct of all modes of Intra Semester Assessment for Even Semesters of 2022-23
   (The Convenor, ISA Monitoring Committee)
4. Submission of Third Year Project Report for 2022-23
   (Head Clerk)
5. Preparation of Self Study Report for the Second Cycle of NAAC
   (The NAAC Coordinator)
6. Plans for Decennial Celebrations of Vidya Prabodhini College
   (The Secretary, Decennial Celebration Committee)
7. Any Other Business with the permission of the Principal.

Note: Shri. Bhanuprakash Sharma, Senior Divisional Manager, SBI Life Co. Ltd will interact with the faculty members (Duration of interaction: 20 min) followed by Q&A (if any).

Date: 03nd February, 2023

Vidya Prabodhini College of Commerce, Education, Computer & Management ★ Vidyanagar, Parvari Goa

(Prof. Bhushan V. Bhave)
PRINCIPAL

The following member attended the meeting held on 08/02/23 at 11:00 a.m. In the College

1) Dr. Bhushan Bhave
2) Dr. Anil Thosare
3) Sainath S. Nayak Dalal
4) Vadhav Vijay Pol
5. Dr. Arun R Marathe
6. Nitesh Naik
7 Sima S. Arondekar

8. Ms. Priya Gavari
9. Rajaram Sawadye
10. Sonam Parwekar
11. Nikita Shirodkar
12. Dr. Sagar P Mali
13. Kuldeep A. Kamat
14. P Jyoti Kiran
15. Dr. Varsha Pugalhalli
16. Ms. Sweta V Bhagat
17. Ms Asmita A. Paincuik
18. Miss Chinmayee Fadte
19. Mr. Kedarnath Tadkod
20. Mr. Ritesh D. Vengurlekar
21. Ms. Anurika S. Aswekar
22. Mr. Rahul T. Gawar
23. Ms. Hema Umesh Sawant
24. Shrishti S. Tamankar
25. Dr. Manisha V. Kulkarni
26. Richa Chimulkar
27. Dr. Ujvala M. Hanjunkar
28. Dr. Pinkesh D. Dhabolkar
29. Ms. Dhanashri S. Bado
30. Darshan S. Gaonkar
31. Sunny Pandhre
32. Yogita Chodankar
33. Chaitali Koli
34. Darshan Shankar Kandolkar
35. Yogita Gauns
36. Aswita Gawas
37. Ms. Kiran Suryakant Palkar
38. Dr. Sangeeta Dessai
39. Ms. Priyanka R. Pednekar
40. Pradnya D. Tari
41. Dr. Shailesh G. Chodankar
42. Ms. Priyanka Halarnkar
43. Kalidas Mohan Mhamal
44. Pankaj Shirodker

PRABODHAN EDUCATION SOCIETY'S

VIDYA PRABODHINI COLLEGE

OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT,
VIDYANAGAR, ALTO-PARVARI-GOA

NOTICE
(2022-23)
Faculty

A meeting of the Faculty Members is scheduled on **Tuesday, 28th March, 2023** at **11.00** a.m. in the F.Y.B.Com. A classroom. All the members are requested to attend the meeting.

The agenda for the meeting is given below:

1. Confirmation of the minutes of the last meeting held on 08th February, 2023.
   (The Staff Secretary)
2. Reporting of the Activities conducted after 08th February, 2023 till date
   (Head/In-charge of each Department & Convenors of respective Working Committees)
3. Submission of Intra Semester Assessment Marksheet for Even Semesters of 2022-23.
   (The Convenor, ISA Monitoring Committee)
4. Conduct of Viva-Voce of Third Year Project for 2022-23
   (The Head Clerk)
5. Preparation of AQAR 2022-23 & Self Study Report for the Second Cycle of NAAC
   (The NAAC Coordinator)
6. Any Other Business with the permission of the Principal.

Note: Shri. Varesh Naik, Founder, Investnomy Financial Services Mapusa-Goa, will interact with the faculty members (Duration of interaction: 20 min) followed by Q&A (if any).

Date: 20th March, 2023

(Prof. Bhushan V. Bhave)
PRINCIPAL

The following members attended meeting held on 28th March, 2023 at 11.00 a.m. in the College.

1) Bhushan Bhave
2) Rajaram S Sandye
3) Prajyoti Kiran
4) Yogita Chodonkar
5) Nikita Shinodkar
6) Sonam Parsekar
7) Dr. Analiza D'souza
8) Chinmayee Fadte
9) Darshan Shankar Kandolkar
10) Ms. Yogita Gauns

11. Dr. Shailesh G. Chodankar
12. Dr. Sunny R. Kanekar
13. Pradnya D. Tari
14. Ms. Dhanashri S. Balo
15. Dr. Pinkesh Dharma Dhabolkar
16. Sunny Pandhre
17. Sarah S. Nayak Dalal
18. Vaddhav Vijay Pol
19. Nitesh Naik
20. Kedarnath Padkad
21. Richa Chimulkar
22. Anurika Asloekar
23. Ms. Kiran S. Palkar
24. Ms. Priya Gosavi
25. Sima Arondekar
26. Dr. Sonali Shankhlhar.
27. Dr. Sangeeta Dessai
28. Ms. Chaitali Koli
29. ~~Ms. Yogita Chodankar~~
30. 29 Mr. Rahul T. Gawas
31. 30 Deeksha Naik Talaulikar
32. Aswita Gawas
33. Dr. Arun R. Maratha
34. Dr. Manisha V. Kulkarni
35. Ms. Shristi S. Tamankar
36. Ms. Sweta B. Bhagat
37. Pankaj P. Shirodkar
38. Kuldeep A. Kamat
39. Purnima S. Palekar
40. Priyanka R. Pednekar
41. Anil Thosane

Vidya Prabodhini College of Commerce, Education, Computer & Management
Vidyanagar, Parvari, Goa

Prabodhan Education Society's

Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidyanagar, Alto-Parvari-Goa

Minutes of the Staff Meeting held on Friday, 05th May, 2023 at 12.30 p.m.

The meeting of the Teaching Staff was held on **Friday, 05th May, 2023 at 12.30 p.m.** in the College. The meeting was chaired by Prof. Bhushan V. Bhave, Principal of the College. The following faculty members and staff were present for the meeting.

Name of the member (s)	Role
Dr. Anil Thosare	Associate Professor & Vice-Principal
Dr. Ujvala Hanjunkar	Assistant Professor
Dr. Arun Marathe	Assistant Professor
Dr. Sunny Kanekar	College Director of Physical Education and Sports
Shri. Rudresh Mhamal	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
Dr. Uaddhav Pol	Assistant Professor
Ms. Priya Gosavi	Assistant Professor
Shri. Kalidas Mhamal	Assistant Professor
Dr. Manisha Kulkarni	Assistant Professor
Dr. Sonali Shankhwalker	Assistant Professor
Dr. Sangeeta Dessai	Assistant Professor
Ms. Yogita Chodankar	Assistant Professor
Shri. Darshan Kandolkar	Assistant Professor
Dr. Shailesh Chodankar	Assistant Professor
Shri. Rahul Gawas	Assistant Professor
Ms. Deeksha Naik Talaulikar	Assistant Professor
Ms. P. Jyoti Kiran	Assistant Professor
Ms. Shristhi Tamankar	Counsellor
Ms. Perna Palekar	Assistant Professor
Ms. Anurika Aswekar	Assistant Professor
Ms. Chaitali Koli	Assistant Professor
Ms. Kiran Palkar	Assistant Professor
Ms. Priyanka Pednekar	Assistant Professor
Ms. Richa Chimulkar	Assistant Professor
Ms. Pradnya Tari	Assistant Professor
Ms. Hema Sawant	Assistant Professor
Ms. Aswita Gawas	Assistant Professor
Ms. Sweta Bhagat	Assistant Professor

Ms. Chinmayee Fadte	Assistant Professor
Ms. Sima Arnodekar	Assistant Professor
Ms. Priyanka Halankar	Assistant Professor

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

Name of the Member (s)	Role	Reason
Shri. Gautam Gaude	Assistant Professor	On Lien
Ms. Shamal Dessai	Assistant Professor	On Study Leave
Shri. Kuldeep Kamat	Assistant Professor	Senior Supervisor

The following members were absent for the meeting:

Name of the Member (s)	Role
Ms. Yogita Gauns	Assistant Professor
Shri. Saish Nayak Dalal	Assistant Professor
Ms. Dhanashri Balo	Assistant Professor
Ms. Asmita Painaik	Assistant Professor
Ms. Nikita Shirodkar	Assistant Professor
Ms. Sonam Parsekar	Assistant Professor
Shri. Ritesh Veugurlekar	Assistant Professor
Ms. Sayel Kalangutkar	Assistant Professor
Ms. Sona Bandodkar	Assistant Professor
Dr Analiza Dsouza	Assistant Professor
Ms. Jwala Gawas	Assistant Professor
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 28th March, 2023.	The minutes of the previous staff meeting held on were circulated among the faculty members.	The minutes of the previous staff meeting held on **08th March, 2023.** were unanimously passed by the faculty members. Proposed by: Dr. Pinkesh Dabholkar Seconded by: Dr. Uaddhav Pol	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: Reporting of the Activities conducted after 28th March, 2023 till date	1. The Dept of Commerce conducted certificate course on basics of beautician, basics of electrician, calligraphy writing and Workshop on Building CV. 2. The Career Guidance and Placement Cell organized a seminar on Career Opportunities after Graduation for Final Year Students. 3. The Research and Consultancy Cell of the College organized a Study Visit to FIIRE Incubation Centre at Don Bosco College at Fatroda, Margao-Goa		
Agenda III: Admissions of B.COM/B.A.B.Ed. for the academic year 2023-24.	Shri. Rudresh Mhamal informed that the admission will be held on as per the directions of DHE, Govt of Goa. He informed that a order with members of admission committee convenors and members will be circulated among the faculty members shortly. Dr. Sagar Mali informed that the B.A.B.Ed. Admission process will be held at the Directorate of Higher Education and merit list will be prepared as per the choice of College given by the students.	1. The admission will be held on IAIMS portal. 2. The tentative deadlines are 15th to 30th May filling the forms, 01st to 05th June, preparation of merit list and 13th June onwards, admission. 3. The detail admission committee list will be shared shortly. 4. Second Year, Third Year and Fourth Year process of admission for both the programs must be completed on or before 17th June 2023.	The Admission Committees for B.Com. and B.A.B.Ed. will monitor the timely completion of the admission process for the academic year 2023-24 as per the guidelines of DHE, Govt of Goa.
Agenda IV: 4. Results of Even Semesters of 2022-23.	Dr. Arun Marathe informed that the even semester exam will end on 06th May, 2023 and the result will be prepared by 15th May, 2023.	1. The results will be announced by 15th May, 2023. 2. The Special Repeat exam will be held in the month of June 2023.	The College Exam Committee to monitor the entire process of conduct of special exam and prepare the even semester result.

	He informed that the special repeat exam will be held in the month of June, 2023 for both B. Com and B.A.B.Ed. Students		
Agenda V: Preparation of AQAR 2022-23 & Self Study Report for the Second Cycle of NAAC	Dr. Arun Marathe informed that documentation of all the seven criterion is almost completed and the remaining work is expected to be completed by end of the A.Y. 2022-23. He informed that AQAR 2022-23 will be prepared by 05th June, 2023. He requested the faculty members to provide the data to the criterion convenors in order to complete the process on time. He informed that the documents must be preserved in soft and hard copy form and all the important documents must be uploaded on the College Website.	1. All the members of the Steering Committee to and members of each criterion to contribute for preparation of AQAR 2022-23 for the second cycle of NAAC 2. The IIQA will be submitted to NAAC in August 2023. 3. The second cycle of NAAC accreditation will be completed by Feb, 2024	The NAAC Coordinator and Criterion Convenors and members to take necessary action to implement the decisions taken.
Agenda VI: Submission of Proposal for conduct of activities for the A.Y. 2023-24	The Principal instructed the Faculty Members to submit proposal for conduct of Activities for the Academic Year 2023-24 by 30th June 2023.	1. The date to submit proposals for conduct of activities for next A.Y. 2023-24 is 30th June 2023.	The IQAC Co-ordinator to monitor the process of acceptance the proposal and its feasibility and recommend to the Principal.
Remarks of the Principal	The following work with regard to NAAC must be completed by the faculty members on or before 20th June, 2023 1. Compilation of Data about certificate courses (Shri. Gauresh Bagli)		

	2. Compilation of Data about MOU's (Ms. P. Jyoti Kiran) 3. Preparation of booklets of Major Subjects and Committee 4. Files of all the working Committees (with SOP, Minutes, Report) (All the Convenors of Working Committees) 5. MOUs with Decathlon and Krida Prabodhini (Dr. Sunny Kanekar) 6. Enrollment of Students on SWAYAM courses (Ms. Deeksha Naik Talaulikar 7. The Students Satisfaction Survey (SSS) by Student Council		
A.O.B.	1. The Principal suggested that Department of English should conduct the training about preparation of Departmental Presentation during NAAC Peer Team Visit. 2. The Principal informed that the Contract of the Canteen will be renewed by June 2023.	The suggestions made will be taken into consideration.	The decision on the suggestions will be implemented.
The meeting ended at 1.30 p.m. with thanks by the Chair, to all the members present for the meeting.			

Minutes drafted by: Staff Secretary.

Date:13-05-2023
Place: Parvari-Goa

(Prof. Bhushan V. Bhave)
PRINCIPAL

Prabodhan Education Society's

Vidya Prabodhini College of Commerce, Education, Computer and Management, Vidyanagar, Alto-Parvari-Goa

Minutes of the Staff Meeting held on Tuesday, 28th March, 2023 at 11.00 a.m.

The meeting of the Teaching Staff was held on **Tuesday, 28th March, 2023 at 11.00 a.m.** in the College. The meeting was chaired by Prof. Bhushan V. Bhave, Principal of the College. The following faculty members and staff were present for the meeting.

Name of the member (s)	Role
Dr. Anil Thosare	Associate Professor & Vice-Principal
Dr. Arun Marathe	Assistant Professor
Mr. Sunny Kanekar	College Director of Physical Education and Sports
Dr. Pinkesh Dhabokar	Assistant Professor
Shri. Nitesh Naik	College Librarian
Shri. Kedarnath Tadkod	Assistant Professor
Shri. Sunny Pandhre	Assistant Professor
Shri. Pankaj Shirodker	Assistant Professor
Shri. Uaddhav Pol	Assistant Professor
Ms. Priya Gosavi	Assistant Professor
Dr. Manisha Kulkarni	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. Darshan Kandolkar	Assistant Professor
Dr. Shailesh Chodankar	Assistant Professor
Shri. Rahul Gawas	Assistant Professor
Shri. Saish Nayak Dalal	Assistant Professor
Ms. Dhanashri Balo	Assistant Professor
Ms. Deeksha Naik Talaulikar	Assistant Professor
Ms. P. Jyoti Kiran	Assistant Professor
Ms. Perna Palekar	Assistant Professor
Ms. Shristhi Tamankar	Counsellor
Ms. Anurika Aswekar	Assistant Professor
Ms. Chaitali Koli	Assistant Professor
Ms. Kiran Palkar	Assistant Professor
Ms. Priyanka Pednekar	Assistant Professor
Ms. Richa Chimulkar	Assistant Professor
Ms. Pradnya Tari	Assistant Professor
Ms. Aswita Gawas	Assistant Professor
Ms. Sweta Bhagat	Assistant Professor
Dr Analiza Dsouza	Assistant Professor
Ms. Chinmayee Fadte	Assistant Professor
Ms. Sima Arnodekar	Assistant Professor

Ms. Nikita Shirodkar	Assistant Professor
Ms. Sonam Parsekar	Assistant Professor
Shri. Rajaram Sandye	Head Clerk

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

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

The following members were absent for the meeting:

Name of the Member (s)	Role
Dr. Ujvala Hanjunkar	Assistant Professor
Shri. Rudresh Mhamal	Assistant Professor
Dr. Varsha Ingalhalli	Assistant Professor
Shri. Darshan Gaonkar	Assistant Professor
Dr. Sagar Mali	Assistant Professor
Shri. Kalidas Mhamal	Assistant Professor
Ms. Hema Sawant	Assistant Professor
Ms. Sona Bandodkar	Assistant Professor
Ms. Jwala Gawas	Assistant Professor
Ms. Anjita Gaonkar	Assistant Professor
Ms. Asmita Painaik	Assistant Professor
Shri. Ritesh Veugurlekar	Assistant Professor
Ms. Sayel Kalangutkar	Assistant Professor
Ms. Priyanka Halankar	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 08th February, 2023.	The minutes of the previous staff meeting held on were circulated among the faculty members.	The minutes of the previous staff meeting held on **08th February, 2023.** were unanimously passed by the faculty members. Proposed by: Shri. Saish Nayak Dalal seconded by: Dr. Pinkesh Dhabolkar	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: Reporting of the Activities conducted after 08th February, 2023 till date	1. The Dept of Commerce conducted certificate course on basics of beautician, basics of electrician, calligraphy writing and e-financial services. 2. An E-waste collection drive was organized by the Dept of Commerce in association with NSS Unit. 3. Two field trips were organized to the Hon'ble High Court of Bombay, Goa Bench and Goa Solid Waste Management Plant, Pilerna-Goa 4. The Faculty members of Dept of Education, trained the students to answer GTET competitive exam and students along with faculty members participated in an event organized by Zonal Agriculture Office, Mapusa-Goa. The field trip of students has been conducted along with exhibition of teaching aid. 5. The Dept of Marathi organized two invited lectures and a state level seminar on Depiction of Mining Activities on Goan Literature in association with Goa Konkani Academy, Panaji-Goa. 6. The Dept of English organized Navarasa event, invited lecture and two-day proof-reading workshop. 7. The Dept of Geography organized a field trip for students. 8. The Study Circle of the college organized an invited lecture. 9. The Dept of Economics organized seminar on Budget 2023.		
Agenda III: Submission of Intra Semester Assessment Marksheet for Even Semesters of 2022-23.	Shri. Uaddhav Pol informed that all the faculty members should enter the ISA marks of all the modes of ISA on the IAIMS portal for the First/Second Year by 31st March, 2023. The hard copy of the marksheet duly signed by the students and faculty member and complete in all respects must be submitted to the office latest by 31st March, 2023. Accordingly, the list of ISA defaulters will be prepared and circulated among the students and faculty members by 10th April, 2023 and sent to Goa University, by 20th April, 2023.	1. The last day to submit marksheet and complete mark entry on IAIMS portal is 31st March, 2023. 2. The ISA Defaulter list will be prepared by 10th April, 2023. 3. The ISA Defaulter list to be submitted to Goa University, by 20th April, 2023.	The ISA Monitoring Committee will monitor the timely submission of ISA by all the faculty members and report with list of the ISA defaulters to the Goa University.

Agenda IV: Conduct of Viva-Voce of Third Year Project for 2022-23	Shri. Rajaram Sandye informed that all the project reports of the students have been submitted through respective project supervisors. He informed that the internal viva-voce exam will be held from 02nd to 08th April, 2023 and external viva-voce exam will be held from 10th to 20th April, 2023. He informed that accordingly the time-table has been prepared and displayed on the exam notice board.	1. The internal viva-voce exam will be held from 02nd to 08th April, 2023 2. The external viva-voce exam will be held from 10th to 20th April, 2023. 3. The time table has been prepared and displayed on the exam notice board.	The Head Clerk to monitor the entire process of conduct of Viva-Voce exam of the Project Paper.
Agenda V: Preparation of AQAR 2022-23 & Self Study Report for the Second Cycle of NAAC	Dr. Arun Marathe informed that documentation of all the seven criterion is almost completed and the remaining work is expected to be completed by end of the A.Y. 2022-23. He informed that AQAR 2022-23 will be prepared by 30th April, 2023. He requested the faculty members to provide the data to the criterion convenors in order to complete the process on time. He also informed that the attendance of the students, who have attended the activities in the A.Y. 2022-23 must	1. All the members of the Steering Committee to and members of each criterion to contribute for preparation of AQAR 2022-23 for the second cycle of NAAC 2. The IIQA will be submitted to NAAC in August 2023. 3. The second cycle of NAAC accreditation will be completed by Feb, 2024	The NAAC Coordinator and Criterion Convenors and members to take necessary action to implement the decisions taken.

	be submitted along with activity report. He explained the process of submission of activity report and informed that Principal's signature is must on each activity report.		
Remarks of the Principal	1. Congratulations to Shri. Uaddhav Pol on having successfully defended his PhD Viva-Voce Examination. 2. Each Department should tie-up with some Government Organization for organization of seminars/workshops and certificate programs. 3. The College will organize a National Seminar in month of May 2023 in association with DHE. 4. The College has signed MOU with Goa Biodiversity Board and is in process of planning to start an Incubation Centre. 5. The College has approached several govt and non-govt organizations for CSR. 6. There is plan to develop sports infrastructure on the ground which will be open for citizen of Porvorim.		
A.O.B.	1. Shri. Darshan Kandolkar informed that Student Council will organize Srujanostav 2023 on 31st March and 01st April, 2023. 2. The Principal informed that the print of activity report must be taken on both sides of the page and unfilled tables should be deleted from the format.	The suggestions made will be taken into consideration.	The decision on the suggestions will be implemented.
Seminar on Mutual Funds and Health Insurance	Shri. Varesh Naik, Founder of Investonmy Financial Services oriented the faculty members about the mutual fund and health insurance products to ensure wealth maximization.	Nil	Nil

Meeting of Convenors of Working Committees	A meeting of all the working committee convenors was held to ensure timely submission of minutes of the meeting and standard operating practices of each working committee.	It was decided to sent the proposed draft copies of the standard operating practices to a three-member committee.	The Head Clerk to monitor the work with regard to finalization of the committee and publication of a book on SOP.
Meeting of Head of Departments / Faculty In-charge of each subject	A meeting of all the heads of the departments and Faculty In-Charge of each subject was held in order to discuss about the departmental presentation of last five years during the second assessment cycle of NAAC.	It was decided that Dr. Arun Marathe, NAAC Coordinator will prepare a common template of the presentation and circulate by 30th April, 2023.	The Head of each department and subject In-charge will prepare the presentation as per the template provided by the NAAC steering committee
Meeting of the Nodal Officers appointed by the College	A meeting of all the nodal officers was held in order to ensure that the data is timely collected and kept ready for NAAC and undertake 1. Fire safety audit 2. Canteen audit 3. Structural audit 4. Green audit 5. Administrative audit 6. Academic audit	The students will be encouraged to enroll from the SAWYAM courses. The MOU's of the College will be filled and maintained by the nodal officer. The data about scholarship will be submitted to NAAC criterion.	The respective nodal officer will ensure the collection of data and completion of the task assigned to the person during the meeting.
The meeting ended at 2.15 p.m. with thanks by the Chair, to all the members present for the meeting.			

Minutes drafted by: Staff Secretary.

Date:03-04-2023
Place: Parvari-Goa

(Prof. Bhushan V. Bhave)
PRINCIPAL

PRABODHAN EDUCATION SOCIETY'S

VIDYA PRABODHINI COLLEGE

OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT,
VIDYANAGAR, ALTO-PARVARI-GOA

NOTICE
(2022-23)
Faculty

A meeting of the Faculty Members is scheduled on **Friday, 05th May, 2023** at **12.30 p.m.** in the F.Y.B.Com. A classroom. All the members are requested to attend the meeting.

The agenda for the meeting is given below:

1. Confirmation of the minutes of the last meeting held on 28th March, 2023.
   (The Staff Secretary)
2. Reporting of the Activities conducted after 28th March, 2023 till date.
   (Head/In-charge of each Department & Convenors of respective Working Committees)
3. Admissions of B.COM/B.A.B.Ed. for the academic year 2023-24.
   (Convenors of Admission Committees B. Com/B.A.B. Ed)
4. Results of Even Semesters of 2022-23.
   (The Chairperson, College Examination Committee)
5. Preparation of AQAR 2022-23 & Self Study Report for the Second Cycle of NAAC
   (The NAAC Coordinator)
6. Submission of Proposal for conduct of activities for the A.Y. 2023-24
   (The Principal)
7. Any Other Business with the permission of the Principal.

Date: 25th April, 2023

(Prof. Bhushan V. Bhave)
PRINCIPAL

The following Members attended meeting held on 5th May 2023 at 12.30 p.m. in the College

1) Bhushan Bhave
2) Anil Thosare — Thosare
3) P. Jyoti Kiran
4) Ms. Priya Gosavi

Date :
Page :

5) Shri. Kedarnath Gadked
6) Shri Rahul T. Gawas
7) Shri Nitesh Naik
8) Dr. Vaidhav Vijay Pol
9) Ms. Deeksha Naik Talaulikar
10) Ms. Sweta Bhagat
11) Ms. Sima S. Moudekar
12) Ms. Chinmayee Fadte
13) Dr. Sonali Shanbhag
14) Dr. Sangeeta Dessai
15) Ms. Shrishti S. Tamankar
16) Ms. Hema Umesh Sawant
17) Dr. Sunny R. Kanekar
18) Dr. Shailesh G. Chodankar
19) Dr. Vansha Ingalhalli
20). Ms. Richa Chimulkar
21) Dr. Meenisha V. Kulkarni
22) Dr. Ujvala M. Hanjunkar
23) Sunny Pendhre
24) Darshan Gaonkar
25) Kalidas M. Mhamal
26) Dr. Pinkesh D. Dhabolkar
27) Pankaj P. Shirodker
28) Aswita Gawas
29) Ms. Priyanka Halarnkar
30. Anurika. S. Aswekar
31) Ms. Kiran S. Palkar
32) Ms. Chaitali Kori
33) Darshan Shankar Kandolkar
34) Prerna Palekar
35) Ms. Priyanka R. Pednekar
36) Pradnya D. Tari
37) Rudresh Mhamal
38) Dr. Arun R. Marathe
39) Dr. Sagar P. Mali
40) Yogita Chodankar

Shri Ramnath Parsekar College of Commerce, Education, Computer Science & Management, Paroda