



Goa University

Report on Workshop “Employees Role in Higher Education Institutions”

1. Title of the Event/Activity/program	Workshop on “EMPLOYEES ROLE IN HIGHER EDUCATION INSTITUTIONS” <u>Topic</u> 1. Role of Employee’s in Higher Education Institution’s” 2. Role of Employee’s in the NAAC Accreditation Process of Higher Education
2. Date and Time	26 th September, 2024 2.30 pm – 5.15 pm
3. Mode of conduct (Physical/Online)	Physical
4. School/ Directorate/ Section	Directorate of Internal Quality Assurance
5. Collaborating Agency/School/Directorate	N/A
6. Detail of the Resource Person (Brief biodata)	Shri Donald Rodrigues, Former Joint Registrar, Goa University Prof. V.M.S. Verenkar, Dean, School of Chemical Sciences & NAAC Coordinator
7. Number of Faculty attended/participated	195
8. No. of external students/faculty/other participants	15 08 172 Total 195 attended
10. The objectives of the Program/activity/event	<ul style="list-style-type: none">• Deliver Quality Education: Faculty focus on teaching, critical thinking, and research to ensure academic excellence.• Manage Operations: Administrators oversee daily operations, student services, and strategic planning for smooth functioning.• Maintain Resources: Non-teaching

	<p>staff handle daily tasks, maintain infrastructure, and manage resources to support growth.</p> <ul style="list-style-type: none"> • Understand NAAC Accreditation: Employees learn about the NAAC process and its importance for higher education institutions. • Prepare for NAAC Evaluation: Faculty and staff collaborate on data collection, meet criteria, and get ready for the peer team visit.
<p>11. Description of the Program/activity/event</p>	<p>The role of employees in Higher Education Institutions (HEIs): Participants were briefed on their responsibilities and key tasks essential to the institution's success. The roles of faculty, administrators, and non-teaching staff, who contribute directly or indirectly to teaching, research, and smooth operations, were explained. The faculty's role in ensuring quality education, fostering critical thinking, and guiding research was highlighted, while university officers/administrators were briefed on managing various tasks, student services, and strategic planning. About non-teaching staff's responsibilities in handling daily tasks, maintaining infrastructure, managing resources, and handling important official data were also covered.</p> <p>Overall interconnected structure of the institution, where all roles contribute to creating a positive learning environment, supporting institutional growth, and enhancing the institution's reputation, was emphasized. The lecture concluded with a focus on four key principles for success: be impeccable with your word, don't take anything personally, don't make assumptions, and always do your best.</p> <p>Role of Employee's in the NAAC Accreditation Process of Higher Education\ Employees were briefed on the NAAC accreditation process and its importance in higher education. Key responsibilities highlighted include data collection, maintaining quality standards in teaching, research, and administration, and efficiently managing infrastructure. It also emphasized the collaboration between faculty and staff to meet NAAC criteria, engage stakeholders for feedback, and other preparation for the peer team visit. Active participation is essential to showcase the institution's strengths and secure a</p>

	<p>for feedback, and other preparation for the peer team visit. Active participation is essential to showcase the institution's strengths and secure a favorable accreditation, crucial for institutional recognition and growth. Additionally, the various NAAC criteria were elaborated on, emphasizing to coordinate efforts across the institution can bring positive changes.</p>
<p>12. Benefit/Key outcomes of the Program/activity/event</p>	<ul style="list-style-type: none"> ➤ Better Education Quality: Faculty improve teaching, critical thinking, and research standards. ➤ Smooth Operations: Administrators and staff ensure daily tasks and services run efficiently. ➤ Strong Resource Management: Non-teaching staff maintain infrastructure and resources effectively. ➤ NAAC Readiness: Employees understand the NAAC process and meet its requirements. ➤ Improved Reputation: NAAC accreditation boosts the institution's recognition. ➤ Team Collaboration: Coordinated efforts across departments lead to continuous improvement.
<p>13. Enclosures with report</p>	<ul style="list-style-type: none"> ○ Flyer/Brocher ○ Circular ○ Programme Schedule ○ Participants Attendance ○ Photos

Signature:

Name of coordinator: Prof. Sunder N. Dhuri

Designation: Director, DIQA

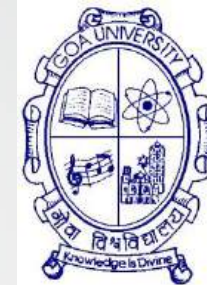
Date: 08.10.2024



Seal of the School/Directorate/University

GOA UNIVERSITY

DIRECTORATE OF INTERNAL QUALITY ASSURANCE (DIQA)



ORGANIZES A WORKSHOP FOR ITS EMPLOYEES ON
“Employee’s Role in Higher Education Institutions”

Lecture 1: Role of Employees in Higher Education Institutions

*Speaker 1: Shri Donald Rodrigues, Former Joint Registrar,
Goa University*



Lecture 2: Role of Employees in the NAAC Accreditation Process of Higher Education Institutions

*Speaker 2 : Prof. V. M. S. Verenkar,
Dean, School of Chemical Sciences & NAAC coordinator*



Date & Time: Thursday, 26th September, 2024; Time: 2:30 pm - 5:15 pm
Venue: School of Chemical Sciences Auditorium, Goa University.



गोंयविद्यापीठ

ताळगांवपठार
गोंय - ४०३२०६
फोन: +९१-८६६९६०९०४८

ATMANIRBHAR BHARAT
SWAYAMPURNA GOA

Goa University

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Tel : +91-8669609048
Email : registrar@unigoa.ac.in
Website: www.unigoa.ac.in

(Accredited by NAAC)

GU/DTT-DIQA/Workshop/2295/2024/54

Date: 23/09/2024

CIRCULAR

The Directorate of Internal Quality Assurance (DIQA) under the Directorates of Goa University is organizing a workshop on 26th September 2024 at 2.30 p.m. to 5.15 p.m. at the Auditorium of School of Chemical Sciences, Block E, Goa University, on the following topics:

- a. Role of Employees in Higher Education Institutions.***
- b. Role of Employees in the NAAC Accreditation Process of the University.***

All the Deans of the Schools/Divisional Heads/Sectional Heads are kindly requested to bring the content of this Circular to the notice of the Assistant Registrars, Superintendents, Head Clerks, Upper Division Clerks, Lower Division Clerks, Assistant Librarians, Library Assistants, Laboratory Assistants, Assistant Engineers, Junior Engineers, Assistant Director of Physical Education and Sports, Assistant Sports Officers, Counsellor, etc. under their supervision.

Please note that attendance is compulsory for all the designated employees mentioned above.

The faculty members are also advised to attend the above workshop.


(Prof. V.S. Nadkarni)
REGISTRAR

To,

1. The Deans of Schools on campus/Divisional/Sectional Heads.




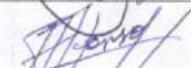

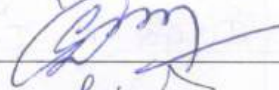
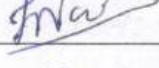
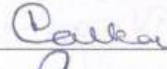
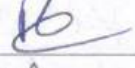
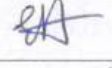
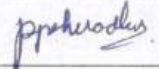




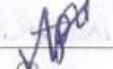
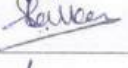
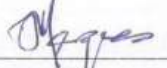

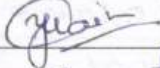
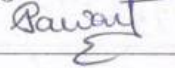
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3. Assistant Registrar - Vice Chancellor's Secretariat.
4. Assistant Registrar - Office of the Registrar.
5. Office File.

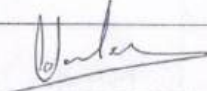
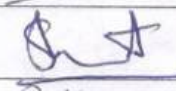
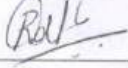
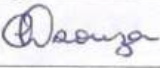
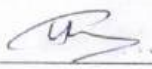
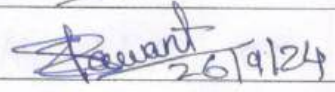
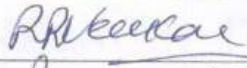
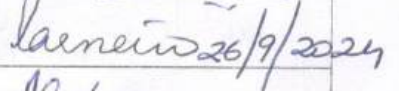


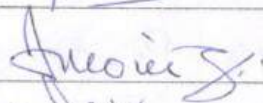
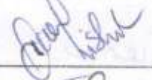
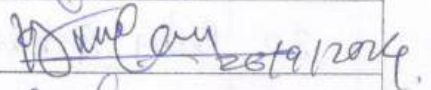
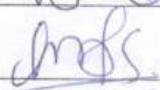
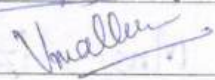
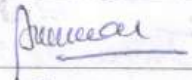



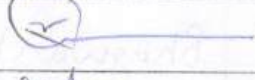

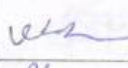

Attendance for the workshop on

"Role of Employees in Higher Education Institutions" & "Role of Employees in the NAAC Accreditation Process of the University"

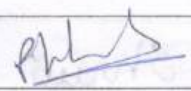



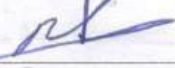



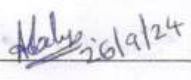




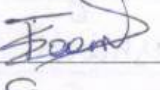


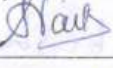
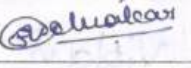
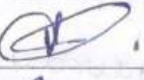


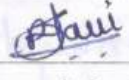

Date: 26/09/2024 Venue: School of Chemical Science Auditorium, Time: 2.30 p.m. to 5.15 p.m.

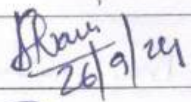
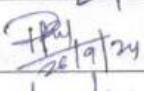
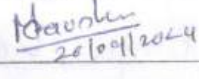
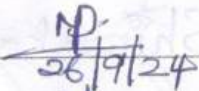


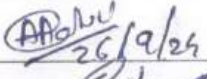
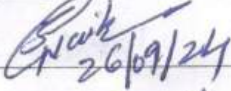

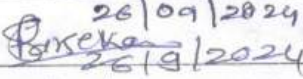
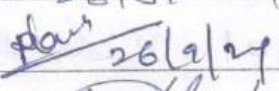
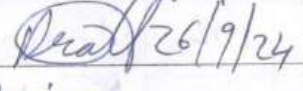
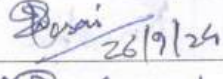
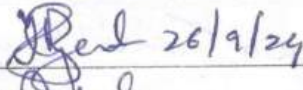
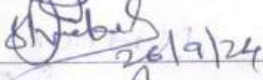
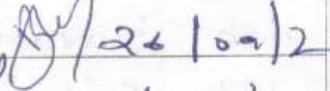
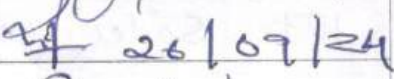
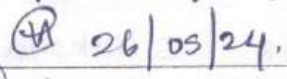
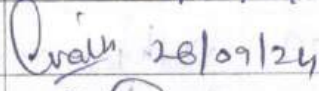
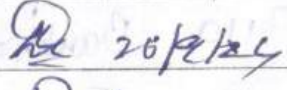

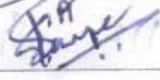
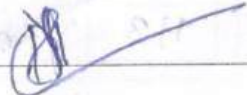
Sr.No	Name	Signature
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2	Siddhant Paral	
3	Vaibhav Phadte	
4	Godwin T. Afonso	
5	Prasad J. Naik	
6	Sandura Desai	
7	Fatima Noronha	
8	Reshmi Galkar	
9	Rupe Kishor Bhargalkar	
10	Espy Saerafamilia	
11	Priyanka Shirodkar	
12	Sami Ksha Homkhande	
13	Xarif Ahmed M. G. Shaikh	
14	Vijesh V. Sawant	
15	Shaikh M. Aalam	
16	Abhinav Puri	
17	Sneha Halkar	
18	Jennifer Barreto e Marques	
19	Madhura S. Narvekar	
20	Yashasri K. Naik	
21	Priya S. Sawant	


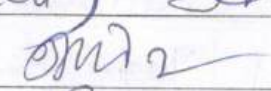
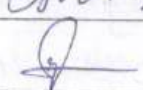

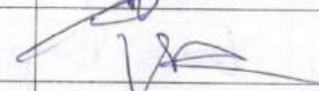
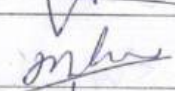
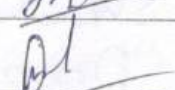
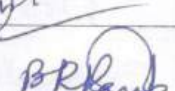



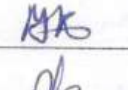


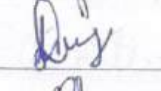




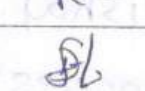
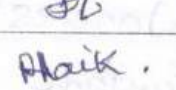


Sr. No	Name	Signature
22	Ankita A. Morajkar	
23	Pallavi C. Tamonkar	
24	Ramchandra P. Naik	
25	Conceicao M. D. Costa	
26	Binda S. Mahale	
27	Sandhya S.S. Neurekar	
28	Smrita Khogierkar	
29	Jaya N. T. Pednekar	
30	Akshata Falari	
31	Maya M. Naik	
32	Ketaki R. Sawani	
33	Hrushika v Shivalkar	
34	Shubhangi v Naugurkar	
35	Sangeeta A. Tiwari	
36	Tulsi Mayekar	
37	Premika Nilesh Mandrekar	
38	Atul Ashok Kengar	
39	DR. INGRID ANNE P. NAZARETH	26/09/24 4:45pm
40	Waldmann Mark Fernandes	
41	Sneha Kavlekar	
42	Felicidade Cardoso	
43	Yojana S. Dessai	
44	Kshatig Naik	





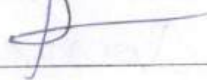
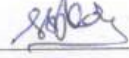







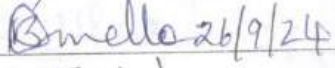
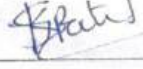




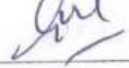

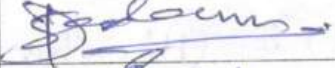
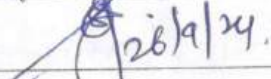
Sr. No	Name	Signature
45	Amey Venekar	
46	Satyam Kamat	
47	Rebecca Coelho	
48	QUBILAH DSOUZA	
49	PARSH H NAIK	
50	Sajjan L. Sawant	
51	Recha R. Verekar	
52.	Anne J. G. Lamineu	
53.	Antonio L. Rodrygo	
54.	Jona Botelho	
55.	Jennifer Mouiz	
56	Nandkishor Bandekar	
57	Kamalakhar K. Bandolkar	
58	Ramakant K. Naik	
59	Venkatesh. S. Malkarni	
60	Santosh R. Venekar	
61	Mrs. Sneha M. Nawarekar	
62	Vishant K Phadke	
63	Kiran Dabholkar	
64	Kishor. C. Gorekar	
65	Swaraja Costa Mukharje	
66	Jarda Bhole	
67	Heditya Bhandari	

Sr. No	Name	Signature
68	Riya Sawant	Rs
69	Subetya Bhorne	sb
68	Pankaj Borkar	Ph
68	Varsha Bhoke	VB
69	Pitika Bandalkar	Bandalkar
70	Aditi A Sathur	Aditi
71	Tamija S Toroskar	Tosh
72	Manjiri Khaunte	MKhaunte
73	Priya Mardolkar	Mardolkar
74	Nikita Naik	Naik
78	Preeti S. Sawant	Sawant
79	Sumas Y. Faterbekar	Faterbekar
80	Baby Sahara A. Aja	Aja
81	Jeaninha Dosta	Dosta
82.	Mrs. Alzina Chasto	Chasto
83.	Jaya. P. Naik	Naik
84	Sanjana Madhikar	Sanjana
85	Robertina Nunes	Nunes
86	Reduinaldo Serrao	Serrao
87	Bhagwant S. Kalpe	BKalpe
88	Tamika Desai	Desai
89	ADITYA KULKAR	Kulkar
90	Krishna Velip	Velip

Sr. No	Name	Signature
91	Prashant K. Kambojkar	
92	Sneha Kumbalekar (DDKSSSBS)	
93	Pooja Chari (DDKSSSBS)	
94	Shirodkar Mehul (SCS)	
95	Poojita Potkar (SPRIS)	
96	Josmithe Gaunkar (SBSB)	
97	Heena Shaikh (SBSB)	
98	Jaidev Shersolkar (SCS)	
99	Ashlesha P. Palyekar (French) <small>SGSLL</small>	
100	Dipali Aroonkar (Hindi, SGSLL)	
101	Madhukar Patulekar (Zoology) <small>SBSB</small>	
102	Merlin Fernandes (Marathi, SGSLL)	
103	Anisha Desai (Portuguese, SGSLL)	
104	Tarvi Sawant (English, SGSLL)	
105	Madhura Gauns (Admin-T)	
106	Savarna Joshi (Admin-T)	
107	Saileer Ganaji Naik (SCS)	
108	Sulaksha S. Velusikar (SCS)	
109	Vidyanand Patwar (Finance)	
110	Barkha Khavnekar (Finance)	
111	Jayan Shivrikar (Finance)	
112	Sidhi Naik (Botany)	
113	Minal Sathe (Finance)	

Sr. No	Name	Signature
114	Shoubhi Naik (Finance)	 26/9/24
115	Rima Mayekar (Library)	 26/9/24
116	Mokta Gaonkar (Library)	 26/09/2024
117	Mofaldina D'Costa (Exam)	 26/9/24
118	Sandesh Mudras	
119	Priyanka Uday Kulkarni (Exam UG)	
120	Ankita Anil Dalvi (Exam UG)	 26/9/24
121	Saish R. Naik (Exam UG)	 26/09/24
122	Sandesh S. Naik (Exam UG)	
123	Supriya S. Parsekar (Exam UG)	 26/09/2024
124	Priyanka K. Bhagal (Exam)	 26/9/24
125	Prathmesh Agarwadekar (Exam UG)	 26/9/24
126	Amogh Desai (Exam UG)	 26/9/24
127	Yeshwant B. Korgonkar (Adm. (T))	 26/9/24
128	Dinesh S. Talavaneekar (Adm. (T))	 26/9/24
129	Pascoal Gomes ExampG	 26/09/24
130	Rubish Nadeodke ExampG	 26/09/24
131	Viplavi Agarwadekar (Finance)	 26/09/24
132	Gaurav Naik (Exam PG)	 26/09/24
133	Damodar Manjrekar (Exam IT Cell)	 26/9/24
134	Pranav D. Neute (Exam IT Cell)	
135	Abhijit S. Karpe (Exam IT Cell)	
136	Dilip B. Chari (Exam IT Cell)	

Sr. No	Name	Signature
137	McNeil Rodrigues (Exam Cell)	
138	Nitin Raghunath Patil	
139	Ganwan Gosani	
140	Parag Sawant	
141	Vasudev Agn	
142	M-H Langman	
143	Vishant Malle	
144	Bindi Parab	
145	Prayot Naik	
146	Vidhya Naik	
147	Manisha Kalanyutka	
148	Rafesh Whyte	
149	Kunal Naik	
150	Millan	
151	Sandha Sobu	
152	Anisha Churaskar	
153	Poojina Kundaiker	
154	Ravi Neupkar	
155	Divya Sawant	
156	Rahul Naik	
157	Mrunal J. Cardoso	
158	Utkasha A. Arondekar	
159	Asmita A. Naik	

Sr. No	Name	Signature
160	Madhuri Nark	
161	Yogini Bhandekar	
162	Dipti Haldankar	
163	Rajal Kulkarni	
164	Gur Bapatkar	
165	Shradha S. Salgaonkar	
166	Deepak Cheltkar	
167	Samudesh Gaware	
168	Anant Amolkar	
169	Geetanjali Agarkar	
170	Ganesh Kulkarni	
171	Harshada Kulkarni	
172	Seehin Sanbleji	
173	Bertha D'Mello e Daniel	 26/9/24
174	Seehin B. Patil	 26/09/24
175	Surekha Nik	 26/9/24
176	Dilip Agarkar	 26/09/24
177	Vishal Korgaonkar	 26/9/24
178	Nandesh Bhairav Nik	
179	Gautam R. Mhapatkar	
180	Uday Narang	
181	Deepak Kodam	
182	Shambhavi Joshi	 26/9/24.





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