

Minutes of the Staff Meeting held on 1st July, 2021

The monthly Staff meeting was held on 1st July 2021, through Google Meet at 5 p.m. The Principal welcomed the staff members and began the meeting.

Examination: The Principal asked the teachers to mark on the answer sheets for the answers assessed, since it helps during the verification process. Dr. Kissan gave a presentation on the SEE guidelines for the examination to be held in the month of July. The duration of the SEE will be two hours and the students will be given an hour to upload the answer papers either through email or Google form. The paper will be of 30 marks and the marks obtained by the students will be doubled. Dr Kissan told the faculty of the execution plan for the SEE, which will be as follows: -for the FY and SY examination, there will be a Watsapp group with the subject teacher, students and a member of the Exam Committee. The Semester V and VI will have a separate Watsapp group for which the student list will be provided. The students have to submit handwritten and scanned answer sheets. The teachers need to take note of any discrepancy in the soft copy of the answer sheets received and should immediately note it down. Typed answer sheets should not be accepted. Marksheets will be provided to record the marks and the soft copy of the marksheet should be handed over to the Exam Committee on the next day of the exam.

Dr Kissan also informed that if students have not answered both the ISA's then they are not eligible to answer the SEE. A training session on to how to upload the answer papers will be held on 7th July for the students. The compulsory subject teachers should conduct a mock session with their students on 8th July. The Sem II will end on 20th July and the Sem IV will end on 22nd July. The last date for submitting the marksheet is 26th July and the results will be declared on 2nd August, 2021.

Ms. Rupali raised a query about students who had still not submitted their ISA's. The Principal replied that they should be given a deadline for submission. He also mentioned that the results of the students who have not paid their fees will be withheld.

Ms. Lily mentioned that all most all the Project Viva's were conducted and a few supposed to be conducted on the 5th of July. The marksheet will be given to the Project Guides once they are received from the External examiners, she added.

U. K. K.
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Admissions: Ms. Rupali mentioned that the new Admissions for the FY will begin on the 12th August, 2021, once the results are declared. Last year the admissions were on the DHE portal, but for this academic year, the College will handle the admissions after receipt of DHE Circular. The students will be given access to the e-Prospectus and subjects will be allotted on the basis of First Come First Serve. Unlike last year the marksheets will be collected.

Dr. Fatima asked for clarification on two sets of Question paper being collected from the teachers to which Dr. Kissan said that one set was used for the Backlog papers.

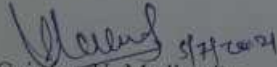
Programmes for the Month:

Dr. Fatima mentioned of a small get-together along with the Peer-reviewers, to release the College Journal 'Quest' for the academic year 2020-21. The Principal replied that one Peer-reviewer could be invited online.

Dr. Elizabeth mentioned that the Students Council was planning to have an Awards function for the winners of various competitions held online. She added that the trophies will be purchased and students would be called in a phased manner to collect them. She also wanted to know whether the Annual Day prizes for highest scorer, 1st rank holder etc. would still be given as earlier, as the award function could be converted into an Annual Day. The Principal advised that the past records of the students can be taken into consideration to give the awards. Dr. Elizabeth added that students could be called to contest their cases. Mr. Martins said that the teachers could have a discussion about the awards by maintaining social distancing.

Dr. Elizabeth mentioned that it is seen that the faculty members are not uploading the notes on Moodle, which was created with a lot of efforts by Dr. Kissan. She mentioned that in light of NAAC the teachers should update their teaching materials on Moodle accounts.

Mr. Martins informed that a Web Talk on Orientation towards 'Banking and the requirements to get into the Banking Sector', will be tentatively conducted by the end of the month for the students of our College.


(Prof. Gajanan V. Madiwal)

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