

## Minutes of Monthly Meeting held on 5<sup>th</sup> February, 2022

The Principal began the Meeting by welcoming the staff and informing them about the University Circular stating the date of T.Y.B. Com offline exams as 16<sup>th</sup> of February to 28<sup>th</sup> February, 2022. The Odd Semester ends on 28<sup>th</sup> February, and the Even Semester will commence on 2<sup>nd</sup> March, 2022, and end on 18/06/2022, he added. The Examinations of the Even Semester will be held from 22<sup>nd</sup> June to 2<sup>nd</sup> August, 2022.

### Examinations:

Dr. Kisan informed that the TY Exams will be held offline, with staggered timings, and all the SOPs will be strictly followed. If any of the student answering the Exam is found to be Covid Positive, provision to answer the exam in an isolated classroom will be made for them. Ms. Rupali requested the teachers to submit their marksheets by the 7<sup>th</sup> of February.

### NAAC:

Ms. Riva raised the issue of office staff not extending help for NAAC related work. Dr. Elizabeth requested the Principal to assign someone exclusively for NAAC related scanning and photocopying. The Principal replied saying that the Criteria In charges should report such matters to the Head Clerk.

Dr. Elizabeth spoke of having an online Grievance mechanism for the students. Dr. Kisan enquired about the procedure for the same. Principal said that once a grievance is received, it should be forwarded to him for further action. He also added that a Grievance Register will be maintained by the College.

Principal enquired Dr. Kisan of having College email IDs for the students. Dr. Kisan instead suggested of sending dummy emails to the personal email IDs given by the students and checking whether they access it. Principal asked the Mentors to send the emails to their respective Mentees.

  
(Prof. Gajanan V. Madiwal)

Principal

