

## Minutes of the Meeting held on 4<sup>th</sup> May, 2022

The monthly Staff Meeting was held in the Seminar Hall on the 4<sup>th</sup> of May, at 1 p.m. The Principal began the meeting by welcoming the staff members.

### Examination

The Principal informed the members that according to the new Circular, the Semester End Examinations would commence on the 6<sup>th</sup> of June, 2022, and the last instructional day is the 31<sup>st</sup> of May, 2022. 80% of the syllabus will have to be covered. The Question paper setting will be internal and the weightage will be 80 marks. The submission of the Projects is from 14<sup>th</sup> to 20<sup>th</sup> of May, and if convenient the Viva can be held before the Examinations, he added. Dr. Fatima was of the opinion that conducting the Viva after the exams would be a better option.

### NAAC

Dr. Elizabeth mentioned that an orientation on students feedback for NAAC can be done by the teachers teaching compulsory papers. Hard copies of the Questionnaires can be given or Google forms can be created, she said. The Principal asked all the criteria In charges to share the information with him to help him prepare the presentation for NAAC. He asked Ms. Shabana to aid him in preparing the presentation. Dr. Elizabeth informed the members that the College will be applying for NAAC by uploading the IIQA on the 14<sup>th</sup> of May, 2022. She also added that Ms. Shabana would be assisting in uploading the SSR as Dr. Kissan would be busy handling the examinations.

### Mentoring

The Principal asked the teachers to meet their Mentees at least twice a month, preferably on the 2<sup>nd</sup> and 4<sup>th</sup> Saturdays.

### AOB

Dr. Elizabeth asked the Principal to opt for Net Banking facilities for transactions. The Principal replied that the letter is already given for the same and asked Mr. Rupesh, U.D.C (Accounts Section) to follow it up. The Principal asked Ms. Bindiya, the Asst. Librarian to start the process of partition of the Library.

  
(Prof. Gajanan V. Madiwal)

Principal

PRINCIPAL  
Govt. College of Commerce & Economics  
DORBA, MARGAO, GOA