

**Minutes of Staff Meeting held on 14<sup>th</sup> August 2020 at 12.30 p.m.**

**Agenda:**

1. Admission of F.Y., S.Y., and T.Y.BCom.
2. Online Teaching
3. Workload and Teacher's Requirement as per Goa University Circular
4. T.Y Exam
5. Attendance and NEP
6. A.O.B

The Principal welcomed the staff present for the meeting and updated them on the meetings that have been held during the months of May, June and July 2020 the details of which are listed below:

26/5/2020	Staff Meeting
30/5/2020	IQAC Meeting
1/6/2020	Examination Committee Meeting
5/6/2020	Admission Committee Meeting
26/6/2020	Meeting of the IT, Infrastructure, Teaching, Learning and Educational Technology Department.
27/6/2020	Admission Committee Meeting
1/7/2020	Admission Committee Meeting
6/7/2020	Admission Committee Meeting
30/7/2020	Meeting of the Examination Committee
31/7/2020	Brief Meeting of the Admission Committee

The Principal also informed that a report detailing the proceedings of the above meetings was sent to the Directorate of Higher Education.

**Admission of F.Y., S.Y., and T.Y.BCom:** The Principal conveyed to the members of the Admission Committee the deliberations of the meeting with the DHE and sought compliance.

Ms. Rupali Sangodkar, in-charge of the Admission Committee informed the members present about the current admission status of F.Y, S.Y and T.Y

- a) **S.Y.BCom:** A total of 102 students have already taken admission while 12 more are yet to take admission.

  
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- b) T.Y.BCom: 123 students have already been admitted to the final year and another 7 more students' admission is pending. While 95 of the admitted students belong to the C-18 Batch, 35 students belong to the C-17 Batch. The students have opted for the three specialisation programmes offered at the TYBCom viz. Accountancy, Costing and Management.
- c) F.Y.B.Com: 104 out of the 107 applications have been accepted in the first round of admission. The students will have to make the fee payment for confirmation of their admission. The Principal also mentioned that reservation policy will have to be adhered to while admitting the students. The second round of admission is yet to take place.

**Workload**: The Principal informed that the workload has already been sent to the DHE. The workload of the teachers in all courses will be the same as last academic year. However, some anomaly in the workload of Business Law has to be addressed.

**T.Y.Examinations**: The Convenor of the Examinations Mr. Miguel A.B.P.C Martins mentioned that the online exams held in the month of August were conducted smoothly save for one or two minor issues, with all committee members working efficiently towards conduct of the same.

Ms. Nerita informed that the hard copies of the marksheets w.r.t examinations conducted (Both OC-45 and OC 66) has to be submitted to the Goa University.

**AOB**: The Principal informed the staff that they can make suggestions with respect to the New Education Policy. The hard copy of the document is available in the library.

**Online Teaching**: The Principal mentioned that according to the instructions received from the DHE, online classes in real time will begin on the 1<sup>st</sup> of September 2020.

Dr. Kissan Gauns Dessai informed the members present that the DHE intends introducing Microsoft Office 365 Teams as the mode of online teaching in all colleges in Goa. A meeting for the same has been scheduled by the DHE. The college is expected to maintain Moodle Learning Management System too. However, a clearer picture will be available only after the meeting. He also informed the staff that they can access Microsoft Office Team on the college website as he has made the link available on the college website. If teachers so desire, they can also download the Teams app on their mobiles.



Dr. Kissan then made a short presentation on the mode and method of online teaching to be tentatively followed by the teachers.

- a) **8.30 a.m to 1.00 p.m:** Flip classroom mode of instruction. The teacher will solve and answer students queries based on the content he/she has uploaded the previous day. The teacher is expected to use audio/video/text for communication.
- b) **12.45 to 1.30 p.m:** The teacher is expected to upload content in the form of H5P Video with additional reference material for the next days lecture, besides assigning homework and uploading a quiz every weekend.

The meeting ended at 2.00 p.m.

  
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