

No. GCCEM/Admin/Minutes of Meet/2020-21/204
Govt. College of Commerce and Economics,
Borda, Margao-Goa.

Date: 7/08/2020

To,
The Director,
Directorate of Higher Education,
New SCERT Building,
Porvorim-Goa.

Sub: Report cum Minutes of Committee Meetings of June 2020.

Sir,

On 26th May, 2020, we had staff meeting followed by Moodle Training. Teachers were asked to prepare lessons Plans for Moodle. The minutes of the meeting has been sent

On 2nd June, 2020, Vasco lockdown announced and our four staff members were not visiting College.

Hence, it is decided to have important Committee meetings separately in a small groups and the decisions taken etc., were communicated on the group or by mail as notices and orders.


The following meeting were held:

1. On 30th IQAC meeting was held online mode on skype at 3.00 p.m. to discuss the proposed activities and execution of the proposed activities for the academic year 2019-20. The IQAC Committee Members, Principal, IQAC Convenor Dr. Elizabeth J Henriques, Dr. Ramesh Gaonkar, Dr. Shekhar Naik, Ms. Sneha Menon, were present. The IQAC Convenor presented report. The queries of Ms. Menon were answered. Members were asked to send their opinion about institutional achievement by mail.
2. The Exam Committee meeting was held on 1st June, 2020. The Agenda was: preparation of T.Y. Exam and F.Y. /S.Y. Exam. It was decided to start all Exam from 1st July, 2020 onwards. Modified Time Table will be displayed on 15th June, 2020; jobs were assigned to the exam members. The Principal, Exam Convenor, Mr. Miguel A.B.P.C. Martins and Members Dr. Maria Norma Menezes, Mrs. Lily Endro, Ms. Vinita Kandolkar were present.

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3. On 5th June, 2020, Admission Committee Meeting was held at 12.00 noon, Principal briefed the Director of Higher Education decisions about online F.Y., S.Y., and T.Y. Admissions, Procedures and DHE IAIMS. Principal clarified the queries raised by the Members namely, Dr. Kissan Gauns Dessai, Ms. Rupali Sangodkar and Ms. Nayana Shanbhag. Principal gave the final draft of the prospectus and it was decided to publish hard copies.
4. The Meeting of the IT Infrastructure and Teaching Learning and educational Technology Dept; held on 26th June 2020, before starting of Moodle Training Part II. The Agenda was :
 - a) Introduction of our own YouTube channel <https://youtu.be/MLKSWCJCLKI>.
 - b) Moodle Training II – PPT presentation and video content preparation by making use of H5P Software. The Principal, Dr. Kissan G Dessai and Mr. Pravin Kamat were present. The meeting was followed by actual training to staff members.
5. On 27th Admission Committee meeting was held, Principal and members of admission Committee met and decided to upload prospectus on our website and give Advertisement in the paper about admission process. And also, decided to open QR code based whatsapp to guide /answer queries of the applicant about admission. The IT Convenor also informed that present website has been modified and given new look, will be uploaded on 29th June, 2020. Meanwhile, Admission Committee Member Ms. Rupali Sangodkar briefed about admission information containing Handouts and ready to distribute at the gate if any parent visiting for pre-admission enquiry.

Yours faithfully,


(Dr. Gajanan V. Madiwal)
Principal

PRINCIPAL
Govt. College Of Commerce & Economics
BORDA, MALGAO, GuA.

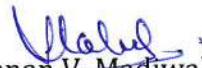
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- 1.Meeting file.
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Reports cum Minutes of the meetings of July, 2020

1. On 1st July, 2020, Meeting of Admission Committee was held, the Principal briefed the following points and discussed at the Principals meeting at DHE held on 30th June, 2020:-
 - i. New Software IAIMS for F.Y. Admission.
 - ii. Introduction of IAIMS on 15th July, 2020.
 - iii. Fees to be collected @ Rs.225 + University Registration fees Rs.630. Micro-soft ID and password shared with the teachers as another platform for teachers to teach online mode.
2. On 6th July, 2020, Admission Committee met again to discuss S.Y. and T.Y Admission procedure. Also decided to process to collect information about own students of S.Y. and T.Y. for the academic year 2020-21 through online via our own website.
3. On 30th July, 2020 Exam Committee meeting was held with the members. Principal, Mr. Miguel A.B.P.C Martins, Ms. Lily Endro (Senior Supervisor for T.Y.B.Com) and the Understudy Supervisor Ms. Nerita V.Coutinho e Fernandes were present. The Agenda was (i) finalization of T.Y.B. Com Exam duties (ii) creation of unique ID for T.Y.B.Com Exam answer papers, (iii) Group creation to communicate exam matters with at least two exam Committee members to monitor the group activities, (iv) the decision taken over by the Committee have to be communicated to the staff by notice, and (v) required arrangement (printing etc.) to be done on or before 1st August, 2020 for the exam starting from 3rd August, 2020.
4. On 31st July, 2020 a brief admission Committee meeting was held to take stock of F.Y. and S.Y and T.Y. admission and the Convenor Ms. Rupali Sangodkar briefed that :
 - i) 107 forms received for F.Y. B.Com out of which 85 are of 1st choice as our College and rest 22 second choice. 02 forms rejected.
 - ii) S.Y. and T.Y. B.Com there are 18 students have not responded and such students will be contacted by mail and parents phone numbers.

It is also decided to have staff meeting soon after the T.Y. Exam in August, 2020.


(Dr. Gajanan V. Madiwal)
Principal

