

MINUTES OF STAFF MEETING HELD ON 2ND MARCH 2020 AT 2.00 P.M

Agenda of the Meeting

- Review of February Programme/Events
- Programme of March-Farewell for TYBCOM
- Last day of Teaching-1st April 2020 (Wednesday)
- T.Y.Project Viva
- ISA
- Examination Schedules
- Website
- Attendance
- News Clips in papers
- AOB

Review of February Programme: ABHUDHAY, the inter-collegiate cultural event organised by the Students Council on 21st and 22nd of February 2020 was reviewed. One of the events viz. Third Degree came up for discussion and it was felt that this particular event should be avoided henceforth. In the discussion that followed Dr. Norma Menezes suggested that sex education be given to the students of the college. Certain discipline issues were also discussed. Mr. Miguel Martins suggested that a committee be appointed to look into the matter.

Programme for March: The following activities have been planned during the month of March:

A] Women's Day Celebration

- ✓ Ms. Shirley Sousa informed that Judge Sayonara Tellis will be addressing the S.YBCOM students on 'Acid Attacks' on the 5th of March 2020 during her lecture time.
- ✓ Ms. Vinita Kandolkar informed that on the 6th of March, in adherence to the Collector's orders, five students drawn from each class will be participating in a rally. Besides, a talk has also been arranged for students on the 7th of March.

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B] Other Programmes

- ✓ Dr. Fatima D'Souza mentioned that a RBI programme on financial literacy for students will be organised on the 6th of March 2020.
- ✓ The TYBCom farewell has been scheduled on the 28th of March 2020.

The Principal made it clear that no activities will be scheduled on the 2nd, 3rd, and 4th of April i.e the non-instructional days and called upon the teachers to use those days to complete their reports of activities, other pending works and exam preparation.

Last Teaching Day: The Principal informed that 1st April 2020 would be the last instructional day for students.

ISA: Teachers were asked to submit their ISA marksheets by the 31st of March 2020.

Project Viva: Ms. Lily Endro informed that 17th and 18th of March were the tentative dates fixed for the Project Viva. Project Guides were informed to contact the external examiners. Dr. Rohita brought to the attention of the Principal that the External Examiner appointed for her and Padma Shanbhag's Projects, a faculty from VidyaPrabhodhini was no longer in the employ of that college. It was decided that the office notify the Goa University about the same.

The Principal asked the Project Guides to communicate in writing to the students the date of the viva and get their signatures too as proof of they being informed. A message could be posted on Whatsapp project group if the same was created.

Semester II/IV Examination Schedule:

- Commencement of Examination: 6th to 22nd of April 2020.
- SY and FY evaluation: by the 21st and 24th of April respectively. The assessment will have to be done during college hours.
- Marks entry: 26th and 27th April 2020.
- Verification of marks entry: 27th and 28th April 2020.
- Results: 30th of April 2020.
- Form filling and submission for personal verification of SEE April 2020 Result : 30th April to 2nd May 2020.
- Form filling and submission for supplementary exam: 30th April to 2nd May 2020.


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- Personal Verification of SEE April 2020 results: 4th May 2020.

Website: Teachers were asked to submit their personal and academic profiles to Dr. Kissan Gauns Dessai for the website.

Attendance: Dr. Rohita Kamat, Attendance in-charge, pointed out she was yet to receive the Project attendance and condonation letters. The Principal informed that the college will decide on issues related to adherence to the prescribed attendance norm on a case to case basis as informed ^{during} AC Meeting.

News Clips in papers: The Principal also told the faculty that henceforth whenever any reports of important events organised by the college like seminars etc. are sent for publication in newspapers, care should be taken to ensure that the photo sent has the Guests and Principal in it.

AOB:

The Principal told the faculty that they should go to the Accounts Department, Margao only after 1.30 p.m if they have any work in the accounts.

Dr Fatima D'Souza sought clarification about the status of some repeat students who were debarred and had taken readmission but are not present for an entire semester. It was clarified that they are students of the college as they have paid fees for the entire year. They were required to attend only that semester wherein their attendance fell short of the mandated requirement.

Dr. Elizabeth Henriques pointed out discrepancies in library policy with respect to the use of the reprography facility now available therein. She pointed out that restrictions such as 10 xerox copies per person and the insistence on the part of the library staff that only books from the library can be photocopied nullified the rationale of having this facility in the library. She reminded that the reprography facility was sought for NAAC purpose and can be used for revenue generation. The Library Assistant pointed out the inadequacy of staff to do the photocopying. Dr. Elizabeth suggested that an office staff be assigned to the library for a couple of hours each day in order to do the photocopying. The Principal suggested speaking to the Librarian.



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