

**MINUTES OF STAFF MEETING HELD ON 6TH OCTOBER 2020 AT
1.00 P.M**

Agenda of the Meeting

- 1) Time Table
- 2) Workload
- 3) Attendance
- 4) F.Y.BCom Admission for the academic year 2020-21
- 5) AOB

The Principal brought to the attention of members present the decisions taken at an earlier meeting called to discuss issues related to the conduct of OC 45 Supplementary Examinations.

The Principal welcomed the two new faculty members Dr. Priya Anandhan and Ms. Bandana Yadav who then proceeded to introduce themselves.

With respect to the various committees, the Principal informed the members present that certain committees were to be constituted by the DHE. However due to the lockdown, the visit of the DHE officials for the said purpose did not materialise. In the interim period, a list of committees constituted at the college level has been sent to the DHE, with some staff volunteering to take charge of certain committees. The Principal also called upon the staff to explore the possibility of conducting programmes online.

Ms.Rupali Sangodkar informed that a total of 125 students admitted in the F.Y.BCom had paid their fees. The total sanctioned strength in the FYBCom is 132 so a total of 7 seats can be filled in during the third round of admissions. She also highlighted the various difficulties encountered in the F.Y.BCom admission process.

The Principal asked the staff to report to the Time Table In-Charge details of lectures engaged in lieu of any lectures missed out during the regular lecture schedule. Lecturers can engage these lectures any time before 5.00 p.m.

The Principal also conveyed to the members present that it was informed to the non-teaching staff/accountant attending a DHE training programme that leave availed by staff on account of the Pandemic will be recorded in their Service Book and the proforma will be sent by the DHE. Dr. Elizabeth Henriques

W. S. S.

PRINCIPAL

Govt. College Of Commerce & Economics
BORDA, MARGAO, GOA

sought clarification on the issue as some faculty were permitted to work from home due to the covid situation.

With regard to attendance, Mr. Miguel A.P.B.C Martins suggested that attendance record of students could be submitted semester wise rather than on a monthly basis. Staff also brought to the attention of the Principal the difficulties in recording attendance of students due to connectivity issues while it was pointed out that some students have not attended lectures at all.

Mr. Alroy Mascarenhas was given the charge of the Time Table Committee.

All departments were asked to submit teacher wise workload.

Dr. Elizabeth Henriques requested the in-charges of the NAAC Criteria to update their respective criteria documents for the preceding academic year 2019-2020 and also requested that a copy of documents related to any activity conducted in the college be marked to the IQAC for documentation purpose.

Dr. Kissan Gauns Dessai brought to the attention of faculty, the discrepancies in marksheet entry with respect to absentee students. The Principal then informed that a session will be conducted for the teachers on the modalities of entering marks. The Principal also instructed the faculty to maintain photocopies of marksheets as personal record.

Dr. Elizabeth Henriques informed that the errors in the Microsoft Teams student IDs have since been corrected by the DTHLGC and teachers need to create their class teams. The Principal mentioned that the DHE is in favour of the colleges using Microsoft Teams Platform for conducting online teaching. Dr. Fatima D'Souza opined that Microsoft Teams can be introduced gradually. She also pointed out that some students are unable to enrol on moodle. Dr. Kissan Gauns Dessai opined that there is a need for the website to be updated to accommodate more students on moodle and also stressed the need for the GBBN line to be restored. The Principal informed that the problem related to the non - functioning of the GBBN line was already communicated to the DHE and he will continue to follow it up.


08/10/2022
PRINCIPAL

PRINCIPAL
Govt. College Of Commerce & Economics
BORDA, MARGAO, GOA