

MINUTES OF STAFF MEETING
HELD ONLINE ON 2ND DECEMBER 2020 at 5.00 pm

The Principal initiated the online meeting and called upon the In-charge of the Admission Committee, Ms. Rupali Sangodkar to elaborate on the admission status for the academic year 2020-21.

Admissions: Ms. Rupali Sangodkar informed that as of date a total of 132 students have taken admission in First Year, 66 students in division A and division B respectively. Total admissions in SYBCom stands at 115 while the total students admitted in TYBCom are 131. She however pointed out that the number of students who have not yet paid their fees needs to be verified. She also stated that a number of students have personally informed her that they want to leave the college but they have not communicated the same to the College office. She further informed that the Directorate of Higher Education had given the students the opportunity and option of paying the fees at one point of time or in three instalments. However, some students are yet to make the payment. She requested the staff to remind the students about fee payment. All details have been posted on the College website and on the whatsapp groups too.

The Principal then asked her to speak about the new student who has joined the college. Ms. Rupali further mentioned that all students who took late admission have been admitted in the FYBCom 'B' Division. She requested the teachers to ensure that these students answer both ISA's before 15th December as the ISA marksheets will have to be submitted by then.

The Principal informed that the new student Ambar, who has taken admission the previous day is a scholar and has assured that he will bring a rank to the college.

Examinations: The Principal then asked Dr. Kissan Gauns Dessai to speak on examinations. Dr. Kissan Gauns Dessai informed that they received a circular from the Goa University on 2nd December itself with regards to the forthcoming examinations (OC-45). The students will have to register/enrol on the GUMS portal. The links will be uploaded on the College website. The T.Y.B.Com Examinations OC-66 will commence on the 4th of January, 2021. The last date for payment of fees with late fee is 18th December, 2020.

Dr. Kissan further informed that the Backlog Examinations in the College will be held between 7th and 18th of December, 2020. He stated that if the marks are received in time, then the results can be declared before the vacations. He then went on to highlight the process for conduct of examinations.

- 1 -


PRINCIPAL
Sant. College Of Commerce & Economics
BORSA, MARGAO, GOA

Process for conduct of examinations:

A Whatsapp Group has been created for students answering the Backlog examinations to facilitate communication with them. Subject wise groups will also be created and the link will be shared one day before the exam with the students and the subject teacher. A video will also be shared on how to upload the answer-books. The previous day a mock exam/drill can be conducted. The question paper will be scanned and uploaded by the exam committee. The subject teacher will have to supervise and conduct the exam ensuring receipt of answer books.

Dr. Monica asked if she could call students to the College given that she has to conduct meetings as a part of the examination in the subject of Spoken English. Dr. Kissan responded that the decision in this regard will be taken later as no instructions have been received as yet and SOPs need to be adhered to.

Both the Principal and Dr, Kissan were of the opinion that it would be better to call the students to the College for practicals. The Principal opined that students could be called in batches in the subjects of English, Computer Science and Law.

Dr. Elizabeth Henriques brought to the attention that despite repeated attempts at contacting the students through messages on the whatsapp group, personal messages and phone calls to answer their second ISA, some students were not responding at all. A few students had not answered both of the ISAs as of date and were unresponsive. Ms. Rupali opined that it was the case with other faculty and subjects too. The Principal then suggested that staff maintain records of phone calls and messages made/sent to such students and submit the same to the Examination Committee. However, he also was of the view that in the light of the Covid situation and network issues, such students be allowed to answer the SEE and their results be withheld in the event they fail to answer the mandatory two ISAs.

Syllabus: The Principal enquired if any teacher had any problems with syllabus completion. Ms. Rupali informed that for there was a need for some extra lectures to be engaged in the subject of Accounting for FY students in light of their lectures commencing late. She also pointed out that few students join in the class if lectures are engaged on a Sunday or in the evenings. She further enquired of the Principal if the Goa University had intimated about the mode of conduct of Semester I/III examinations. The Principal stated that the exams would be conducted online. With respect to the TY exams in January 2021, whether the paper will be set by the University or by the College itself is also yet not informed, but he will get confirmation regarding the same.

Project: Citing his own example, the Principal suggested that the Project Guides provide a questionnaire to the project students so that the students can do the data collection. Ms. Rupali brought to the attention of the Principal that her group students have not yet finalised the project and just a few of them attend the project lectures. The Principal said that about 5 students of the project group can be called to the College for discussion. Dr. Fatima D'Souza pointed out that some C-17 Students attend neither the Project nor regular lectures. She also sought to know who will be setting the TY Question Paper and the marks assigned to the paper. The Principal said that he would seek confirmation about the same from the University.

Inauguration Programme: The Principal informed the members present that he was telephonically informed by an official of the GEDA that the programme for inauguration of solar panels installed in the College has been postponed. He has asked for an official letter regarding the postponement and stated that he will keep the staff informed. He brought to the attention of the staff that the 5th floor was cleaned up by the housekeeping staff.

Dr. Rohita Kamat informed the Principal that the students were not informed about the holiday on 3rd December and were messaging her for information. The Principal pointed out that the College will not issue notices with respect to holidays notified by the government. Only discretionary holidays or special holidays declared will be notified by the college.

Dr. Kissan Gauns Dessai raised strong objection to the second last paragraph in the minutes of the staff meeting held on 31st October 2012. Reading out the paragraph, he stated that the word 'bare look' was not mentioned during the meeting and it was the personal opinion of a faculty. He further went on to state that he had put in a lot of effort for the website. He further stated that his response that he has not received any minutes of staff meetings from the College office has not been recorded. He further mentioned that documents were submitted unofficially to him for uploading. He suggested that the minutes should be made available to the staff and also to website Committee. He also told, that he didn't receive the minutes of the last several meetings to upload.

Dr. Fatima D'Souza also stated that the Minutes have to be read and confirmed by the teachers and rectified before the subsequent meeting. She suggested that the Minutes of the previous meeting be circulated before the scheduled meeting so that the teachers could go through the same. She also further suggested that the minutes could be read at the end of the meeting itself.

The Principal suggested that the Minutes could be emailed to the staff for their comments. He further pointed out that as per the DHE circular, the staff meetings need to be conducted and the Minutes of the meeting need to be sent to the DHE by the 5th of each month.

In response to the objections raised by Dr. Kissan Gauns Dessai, Dr. Elizabeth Henriques acknowledging the work done by Kissan with respect to the website and Moodle, stated that while the word 'bare' was not used by her during the said meeting, the statement reflected her personal opinion and was cited as such in the minutes. She pointed out that the meetings have to be held before the 5th of the month and a copy of the minutes of the meeting have to be sent to the DHE and also needed to be uploaded on the College website. She informed that after every meeting, she emails the Minutes to the College email id with a noting that the minutes should be given to the Principal for perusal and post approval a copy be sent to the DHE and one be uploaded on the College website. She further pointed out that nowhere in the objected para of the Minutes is Dr. Kissan Gauns Desai's name been mentioned. She further also brought to the attention that NAAC related documents like the College Commerce Lab Policy, IT Lab policy, Course Objectives, Programme Objectives which were prepared when NAAC Work initially began were scrutinized by the Principal before she gave the same to him. She further pointed out that discussion on these NAAC uploads had taken place between Dr. Kissan and her earlier wherein she had pointed out that no documents can be uploaded without the Principals signature and he had said that he will put the digital signature of the Principal. Dr. Elizabeth Henriques was in agreement with Dr. Fatima D'Souza and Dr. Kissan Gauns Dessai that the Minutes of the staff meeting need to be approved.

The meeting ended with the Principal stating that a meeting will be convened to discuss website uploads.



[Handwritten Signature]
11/12/2020
PRINCIPAL
Govt. College of Commerce & Economics
BORDA, MARGAO, GOA

[Handwritten Signature]
PRINCIPAL
Govt. College of Commerce & Economics
BORDA, MARGAO, GOA