

Minutes of the Meeting held on 4th August, 2021

The Principal welcomed the members and began the meeting.

He mentioned that the faculties having e-content recordings have to inform the office about the same, and submit in writing at least a day prior to the recording.

Attendance Committee: The Attendance Committee mentioned that as decided in the earlier meeting, the teachers are required to submit the attendance sheets by the 3rd of every month. Dr. Fatima suggested that a copy of the attendance entered on the IAIMS portal could be taken, as maintaining a hard copy would become duplication of efforts. The Principal mentioned that a hard copy should be maintained. Dr. Kissan told that the portal does not feature 'day to day attendance' and only shows the consolidated monthly report. The Principal said that from the next academic year the teachers have to take up teaching for at least one subject for the entire division, and in two classes for either FY, SY or the TY.

Examination Committee: Dr. Kissan reported that the results were declared on time on the 31st of July, 2021, for this academic year. The Supplementary Exams for the I, II, III and IV Semesters will commence from 14th August, 2021, he added. He asked the teachers to submit another set of question papers for the I and III Semester exams. He mentioned that the distribution of marksheets and collection of exam forms will begin from 5th August. The collection of fees will be done through swiping of cards from this year. Dr. Fatima congratulated the Exam Committee, especially Ms. Lily for handling the TY exams efficiently.

Dr. Elizabeth suggested that there should be some mechanism to monitor the teachers moving out of the College during office hours. She also added that there should be a record that the College is following CAP.

Admission Committee: Ms. Rupali said that the admissions for the FY were online through the IAIMS portal. Our College was the first preference for 72 students, second preference for 123 students and third preference for 84 students. She added that from 4th to 9th August, there will be scrutinization of admission forms and on 10th August, 2021, the Merit list will be displayed. The Principal assigned the duty to Dr. Rohita and Dr. Monica to assist the Admission Committee in the screening of the admission forms of FY students. The SY and TY admissions also will be the IAIMS portal, but unlike last year, the orientation of GE papers will be offline and the teachers

concerned have to guide the students in choosing the papers. Ms. Rupali enquired with the Principal as whether the admissions for the TY will have to be based on their SY results or they have to be mass promoted. The Principal replied that it was not made clear by the University so far.

NAAC Committee: Dr. Elizabeth said that all the Criteria In-charges were ready with their respective criteria's and requested the Principal to enquire with the Director as to whether we are going in for NAAC accreditation this year. She opined that mono faculty colleges getting a good grade is difficult. Principal replied that with perseverance we can hope to get an A grade. Ms. Rupali said that the reports of activities conducted have to be submitted soon after the programme since it will be helpful for the criteria Incharge.

IQAC: Dr. Elizabeth said that she has received the reports of all the activities conducted. She will be preparing an action taken plan report and a meeting of the IQAC will be held shortly.

Students Council: The teachers were asked to decide on the 'Best Outgoing Allrounder' from two names – Ms. Meena Choudhary and Ms. Mecnisha Almeida, and the 'Best Outgoing Cultural Person', from two names Ms. Meena Choudhary and Mr. Nehal Guddala. Ms. Meena Choudhary was voted as the 'Best Outgoing Allrounder' and Mr. Nehal Guddala as the 'Best Outgoing Cultural Person' by the teachers.

Programmes for the Month:

- Webinar on Banking
- Annual Prize Distribution on 12th August
- National Level workshop on RTI on 13th August

AOB:The issue of the salary being delayed was raised as Dr. Priya and Ms. Bandana were not submitting their salary bills on the stipulated time, in spite of several reminders. The Principal asked them to do so by the 3rd of each month as decided in an earlier meeting.

(Prof. Gajanan V. Madiwal)

PRINCIPAL