

Minutes of the Meeting held on 14th November, 2019

1. Felizia update: The Inter-collegiate event Felizia will be conducted on 23rd November, 2019. Arrangements to be made with respect to student participant list, food arrangements, coupons, topics for extempore – English, Hindi, Marathi, eye, mask, poster, badges,. Teachers should give the list of participants of the respective allotted colleges by 19th November, 2019. It is our college event we need to take whole hearted initiative and co-operate our fullest.
2. Schedule of Portion for Assignment, Essay and Class test will be put by 16th November 2019, for FY.B.Ed A and B division
3. No PPT will be allowed for lecture delivery, as per the Year plan only one sub-unit will be taught through ppt.
4. Leave record is maintained till 11th November,2019
5. Update on Sports day – March-past and other events co-ordinate with Mr. Santosh Patil Sir, Sports Incharge kindly do the needful.
6. Annual Day update – CCA In charge teachers kindly do the needful
7. Special assembly date to be planned for each month, only the events that require assembly should be mentioned in the calendar and the day of conducting the event should be notified.
8. Alumni update, Dr. Mary Devakumar to take the lead in collection of money from Alumni
9. Convocation day – Dr. Swasti Dhar to take initiative in finalisation of the winners for the event,
10. Uber rang audition will be on 19th December, 2019. CCA teachers to take charge of the same.
11. Higher Education Plus – monthly magazine, a MOU has been signed with Brainfeed and PCER, Dr. Mary George Varghese to give the write up for the magazine every month to the Principal by 25th of each month
12. NAAC duty work allocation will be given for the following week; teachers are requested to submit their daily task on email or reports to the Principal on the same day. For NAAC purpose College timings will be from 10.30 – 5.30pm.
13. Teachers need to be accountable for the daily work, if no lectures then other NAAC related task need to be done and completed.
14. We are working for the institution during college hours; no other work will be entertained.
15. Mobile phones will not be allowed to be taken to the class.
16. If there are no students during method or any other lecture, the teacher concerned should first report to the Principal.
17. Tutorial wise attendance to be taken for lack of attendance of S.Y.B.Ed students B division. Defaulter list will be prepared accordingly.
18. Human Chain – MES: 2020, Dr, Swasti Dhar to take initiative and finalise the same.