

Minutes of CMC meeting held on 31st January 2022 at 10.30 am

Members present:

Dr. Anuradha Bakshi
Ms. Noella Dias
Ms. Jacqueline Colaco
Dr. Pratima Goyal
Ms. Sunita Jaiswal
Ms. Rhonda Divecha
Ms. Vibha Hasija
Dr. Vishaka Karnad
Dr. Roopa Rao
Dr. Ratna Thar
Ms. Cheryl Machado

The meeting commenced at 10.30 am by seeking Divine blessings for guiding us to make effective decisions.

The points on the Agenda and the relevant decisions:

1. Attendance of Staff on premises:

- University circular based on the Government regulation was received on 29th January, 2022.
- Stated clearly in it is the requirement of all (100%) teaching and non-teaching fully vaccinated staff to be resuming offline regular duty from 1st February 2022.
- Thus, all teaching and non teaching staff will be required to be on the premises from 1st February 2022.
- Biometric attendance is not to be followed

2. Decision regarding Student classes:

Phase wise re opening is the best option

FYBSc :

- FYBSc practical (for fully vaccinated students) to commence by offline /blended mode from 7th or 10th of February.
- All lectures to continue in online mode, as they have two more years to experience college life. Interaction of staff with FYs is important considering the issues seen in class participation and in exams. This interaction will also help in inculcating values as well as the fact that online teaching learning is more challenging in Practical as compared to lectures.
- Most FY students have finished their vaccinations.

SYBSc:

- SYBSc to start immediately with the previously organised blended mode of online lectures.
- By February 7th or 10th - SYBSc to have all lectures in online mode and all practical in offline mode so as to give the very relevant practical inputs to students

- Thus they can have designated days when they come to College for offline practical and other days they will attend online lectures
- This has come from the requests made by practical teachers to resume offline/blended mode
- Request made by CRM faculty to also be able to meet the groups once a week and this was accepted.

TYBSc:

- TYBSc to start offline classes from 7th February for both lectures and practical
- 4 large classrooms available to seat all students according to COVID protocols – 2nd floor, 6th floor, 7A classroom and third floor classroom (for TFT)
- HoDs to give suggestion for classrooms and other requirements to the I/C Principal by this evening

MSc 2:

- All Msc 2 classes to start in offline mode from 7th February 2022 – both theory and practical.
- Classrooms and labs can accommodate required social distancing

MSc 1 and PG Diploma:

- Msc 1 and PG Diploma are currently in exams.
- Their classes can start for Sem 2 on the 10th in online mode and can start fully offline classes for theory and practical from 14th February 2022
- Special considerations for self finance courses:
 - Self financed courses to follow the same as the aided MSc
 - If visiting faculty cannot come for offline classes, they will need to be replaced qualified faculty who will be able to come.
 - Till that is organised, we may consider for a week a hybrid class or commence the subject after a weeks' time
 - Classrooms for Self financing classes are – 2nd floor, 6th floor, 7 A and 7B and 7C (for 20 PG students) – 7 C needs to be looked into for space for social distancing

3. Other important considerations:

- Students to be informed of the schedule soon so as to prepare them well and so that outstation students can make arrangements to come
- Vaccination details with uploads of vaccination certificates to be taken for all classes
- Students have to submit their vaccination certificates to college on the first day they come. This to be filed and the file maintained in the Principal's office
- No need for Parental consent as all are adults
- Offline Practical to be held equitably across departments
- Instructions to be worded clearly to students to let them know that all fully vaccinated students are expected to come for offline classes and students are expected to be vaccinated by now. In case they have not, they are to finish it as per schedule
- Junior college classrooms may be available to be used

- Time table committee can look into room allotment and HoDs and co ordinators are to be a part of this committee

4. Other Matters:

- Appreciation expressed to
- Dr. Roopa Rao for co ordinating International Conference IBERD
 - Ms. Vibha Hasija – for student’s win in IBERD for Best Paper presentation
 - FND Department for community outreach webinars organised for the College and the NNI Community centers
 - HD Department for activities organised with NNI community centers in Gujarat
 - TFT Department for the Parent Teacher Orientation programme
 - CRM Department for the Hospitality events organised
- Information shared on the change of staffing
 - Ms. Cheryl Machado to take over as the Co – Ordinator of the General Office
 - Ms. Flavia to take over as the co Ordinator of the Accounts office
 - Ms. Sujata Shigwan to take over as co Ordinator of the Food Lab
 - Dr. Bakshi informed that the last teaching date and exam dates will be conveyed soon for SYBsc

The meeting ended at 11.30 with expression of gratitude to the Divine and appreciation for the quick decisions