

1742/20
12/6/20

Minutes of College Council Meeting held on 01 June 2020 at 12.00 noon in Principal's Cabin

1. a) Online classes for each class have to be conducted using suitable software, such as Google Classroom, Google Meet, etc. All recorded classes in each department can be uploaded in a YouTube channel. Further, access can be made in Institute web site for each recorded class.

b) Link of each online class is to send to Department HOD and Principal, as soon as it is scheduled to be held. Each faculty should keep a record of each online class record taken including link and attendance of students.
Principal's mail id for sending the link of online classes : principaleclass@gecwyd.ac.in

c) Attendance of students in each hour of class has to be recorded and kept for future reference.
2. a) Evaluation: Internal Marks of S8 students have to be uploaded by June 17-22, 2020.

To be published in our college website

Collect details from HODs.

- b) Series test for all S8 classes are to be held from 13th June to 16th June 2020.

c) Final evaluation of project of S8 students based on presentation, project report etc., has to be completed by 20th June 2020, using Google Meeting or other suitable software, in each Department.
3. HOD duty list, (i.e., which faculty will be in charge of HOD on each day) has to be informed to Head of Institution.
4. Ensure 50% attendance of faculty and staff in each Department, with rotation on each alternate day.
5. All adhoc-faculty and staff can come for duty, if they are in nearby locality, depending upon work assigned to them.
6. Duty time of faculty who has class at 8.30 am, end at 3.30 pm. For the faculty who comes at 9.30 am to the Institute, duty time will be upto 4.30 pm.

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