

Parvatibai Chowgule College of Arts and Science Autonomous, Margao – Goa

CREDITS FOR EXTRA CURRICULAR COURSES/ACTIVITIES

The following categories of extra-curricular courses are available to students under the undergraduate curriculum of Parvatibai Chowgule College of Arts and Science (Autonomous)

These are:

1. Music, Dance Programme
2. Sports Programme
3. NCC Programme
4. NSS Programme
5. Life-skills Programmes
6. Exchange Programme
7. Outreach Programme (initiated by Academic Departments of the College)
8. Fine Art

The policy pertaining to credits for the above extra-curricular courses /activities shall be as follows:

1. Extracurricular courses / activities carry a total of six credits, involving 180 hours of contact training / practice.
2. Students can choose any activity listed above and specialize in the activity fully to earn six credits. In such a case, he/ she will have to complete 180 hours of contact training in that chosen activity over the six semester period, but preferably in the first four semesters.
3. Students can also choose multiple activities from those listed above. In such a case, a student has to complete at least a minimum of 60 hours of contact training / practice in the activity to earn a minimum admissible two credits in any activity or course. Three such activities can be pursued by a student to earn the total of six credits. Students can schedule the training in these activities so as to complete it at one's own pace.
4. However, if a student opts to earn credits by participating in an exchange programme, then he/she has to actually work as part of the exchange programme for two weeks. This will fetch the student two credits. The remaining four credits can be earned by a student by opting for any other course /activity listed above.
5. A student should schedule the training, preferably, in such a way as to complete it within the first four semesters. A student may complete this training in two semesters or may schedule it evenly over a four semesters' period so as to complete it at her/his own pace.
6. It is important that records of such training sessions are maintained accurately and in a transparent manner by a supervising authority responsible for it. These records must be vetted every semester by the faculty member overseeing the activity. It is important that College Clubs as well as outside institutes/trainers provide transparent records of the duration of contact training.
7. Every student should submit, every semester, authentic report about their training/participation in the extracurricular activity, and the number of contact hours maintained in it, to the College through the faculty in charge of the activity.
8. To impart training it is important that the Clubs have a structured training regime and the training programme is well scheduled with increasing level of difficulty as the training sequence progresses.

1. Enrolling for Music and Dance Programme

A student opting for an activity under this head should enrol with the designated club/s of the College. The minimum duration of contact training will be 60 hours. Successful completion of 60 hours of training will entitle a student for the award of two credits.

In case such activity is not offered by any club of the College, a student, on seeking the permission from the College, may enrol with an accredited outside institute imparting such training or with an accredited outside trainer. Outside institutions approved for training are the Trinity College of Music, London, and Kalangan, Margao.

It is important that records of such training sessions are maintained accurately and in a transparent manner by a supervising authority responsible for it. These records must be vetted every semester by the faculty member overseeing the activity. It is important that College Clubs as well as outside institutes/trainers provide transparent records of the duration of contact training.

2. Enrolling for Sports Programme

A student has to enrol in sports activities as per the Sports Policy of the College. A student is required to enrol with a specific sports club of the College and attend the required number of practice and training sessions. Sixty hours of contact practice or training is the minimum required to obtain two credits. Students can choose to pursue only sports as an extra-curricular activity to earn the maximum of six credits by putting in 180 hours of contact practice or training over a period of six semesters, preferably the first four semesters.

3. Enrolling for the National Cadet Corps (NCC) Programme

A student should enrol in the NCC as per the NCC charter. Students need to complete a minimum of 60 contact hours of NCC training to be eligible for two credits. Minimum number of hours permitted to be completed in a semester is 30 hours. If a student wants to obtain all six credits of extra-curricular activities by opting for NCC, he/she has to continue with NCC in all the semesters so as to complete the 180 hours of contact sessions.

4. Enrolling for the National Service Scheme (NSS) Programme

A student should enrol in the NSS as per the NSS policy. Students need to complete a minimum of 60 contact hours of NSS work to be eligible for two credits. Minimum number of hours required to be completed in a semester is 30 hours. If a student wants to obtain all six credits of extra-curricular activities by opting for NSS, he/she may have to continue with NSS in all the six semesters so as to complete the 180 hours of contact sessions.

5. Enrolling for the Life-Skills Programme

Students may choose to pursue life-skills programme as one of the extracurricular courses. In such cases, students could pursue activities/training like public-speaking, leadership training, and other similar life-skill programmes accepted by the College. Students may enrol with clubs sponsored by the College for imparting such skills as the Toastmasters' Club for public speaking. Student Support services of the College conducts two life-skills courses: (1) Communication Skills and Self Management, and (2) Interpersonal Relationships and Conflict Resolution.

6. Enrolling for the Students' Exchange Programme

To be selected as participant of a students' exchange programme (International Exchange Programme – with educational institutions overseas – as well as National Exchange Programme – with educational institutions within the country but outside the state of Goa), students will have to apply to the College

when there is a call for such applications and comply with all the formalities of the selection process. Students will have to clearly follow the guidelines given to them on the Exchange Programmes. These guidelines include dos and don'ts before, during and after the programme. Students are expected to attend lectures, field-visits and/or laboratory work, present cultural programmes and behave in a manner consistent with being an ambassador of the College. On return from the exchange programme, students will have to present a report.

7. Enrolling for the Outreach Programme

Students may choose to get involved in the outreach programme initiated by the College or by the academic departments of the College. Outreach programmes will be notified by the College and by the academic department of the College from time to time. Conditions required to be fulfilled to obtain two credits are sixty hours of contact time. The students need to meet the other conditions specified above in this policy to obtain credits for the outreach programme.

8. Enrolling for Fine Art Programme

Students may choose to develop their skills in Fine Art. The student may approach the College for a Fine Art course of 60 hours duration involving 2 credits.

Table: Requirements for Earning Credits under Extra-curricular Activities

Sr. No.	Category	Minimum Credits	Minimum Contact Hours	Maximum Credits	Maximum Contact Hours	Confirmation Required
1	Music / Dance	2	60 Hours	6	180 Hours	Authentic Records
2	Sports	2	60 Hours	6	180 Hours	Authentic Records
3	National Cadet Corps	2	60 Hours	6	180 Hours	Authentic Records
4	National Service Scheme	2	60 Hours	6	180 Hours	Authentic Records
5	Life Skills Programme	2	60 Hours	6	180 Hours	Authentic Records
6	Student Exchange Programme	2	60 Hours	2	2 Weeks	Authentic Records
7	Outreach Programme	2	60 Hours	6	180 Hours	Authentic Records
8	Fine Art	2	60 Hours	6	180 Hours	Authentic Records

CREDITS FOR INTERNSHIP

Internship is a compulsory and an inherent part of the undergraduate curriculum of Parvatibai Chowgule College of Arts and Science (Autonomous). On successful completion of the internship programme a student will earn four credits. Successful completion means that a student has *participated in the internship programme for at least four weeks and adhered to all the other requirements* of the programme. These include:

- Strictly following the guidelines given to them while on internship. These guidelines include adhering to the dos and don'ts before, during and after the programme.
- Attending the internship work in a manner deemed fit and expected of him or her as representative or ambassador of the College.
- Presenting a report of his or her learning from internship after the return from the internship programme

The College visualizes internship, in the current form, to be course related rather than general. Hence it expects academic departments to get directly involved with internship programme and explore as well as monitor the internship opportunities pertaining to the students majoring in their courses.

As such, internship work of the students will be supervised by the respective academic department of the College. The department will obtain periodic feedback on the performance of the student during internship. It will also ask the student to make a presentation about his or her experience from internship and on the amount of skills and learning accumulated from internship.

Depending on the course, internship work for a student may be explored and pursued in organizations outside the College such as a manufacturing plant / commercial firm / laboratory / NGO / or in a department within the College.

Internship work outside the College should be pursued by a student during the summer and/or the winter vacations. A student should schedule the internship work in such a way as to complete it, preferably, by the end of the fourth semester.