

Parvatibai Chowgule College of Arts and Science
Autonomous

7.1.10 Reports on the various programmes in support of the claims

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Annual Mentoring Report - AY 2020- 21

Mentoring of students is an integral part of our educational system; it aims in providing guidance and support. Mentors play a key role in the college as they help the mentees deal with academic difficulties faced by them thereby helping them complete their credits in a smooth manner.

In order to incorporate the mentoring system in campus mentor mentee meets are held every semester to bring about the best potentials in our students.

The pandemic necessitated that mentoring take place in an online mode with homogenous group of students. The mentoring committee prepared guidelines for the mentor mentee meet by penning down objectives of the mentoring program in Parvatibai Chowgule College. An initiative taken by the Mentoring committee this year was to address the queries of mentees presented by the mentors in their report to the committee. The committee members sought information from respective authorities and shared the same with all the mentors.

Following is the detailed report for the academic year 2020-2021 of the mentoring committee along with the mentor mentee meets held thrice during the year - one in the odd semester (Nov 2020) and two in the even semester (Feb and May 2021).

Mentor Mentee Meetings

➤ 2nd -7th November 2020:

The first mentor mentee meet was conducted for from 2nd -7th November 2020. Mentors were given different google form links to submit report separately for FY, SY, TY, B.A/B.Sc. and P.G.

Following were the tasks done by mentors after mentor mentee meet:

- Mentors submitted the details of the TYs students who have not completed the internship.
- Mentors shared issues raised by mentees during the mentoring meeting (which were resolved by the mentors themselves)
- Mentors shared issues raised by mentees for which further clarification was needed.

A total of 84 mentors submitted the reports. A total of 736 mentees were allotted to these mentors out of whom 592 mentees attended the meet.

After receiving reports from mentors, issues raised by mentors were resolved by the mentoring committee and the same was shared with all the mentors.

Upon receiving feedback from mentees some of the important issues that were taken up by mentoring committee with the concerned authorities were:

- Clarity on NEC

- Status of internship completion

Feedback from mentees pertaining to teachers was also shared with the mentors. These included:

- Rescheduling of lectures by teachers to be avoided
- Resources (books, PPTs recordings) to be made available to students

➤ **22nd - 27th February, 2021:**

The first mentor mentee meet for even semester was held on 22nd -27th February, 2021 for FY/SY/TY/BA/BSC and PG through online and offline mode as per mentor's convenience. The reports of meet were shared through Google form prepared by the mentoring committee Convenor.

The agenda for the meet was as follows:

- To inquire with the mentees about their performance in the odd semester examination.
- Details of students (Roll number and name) who are yet to register or complete their internship (TY)

Mentors were asked to submit a report stating

- Specific issues raised by mentees
- Clarification needed from the College if any
- Details of students (Roll number and name) who are yet to register or complete their internship (TY)

A total of 48 mentors submitted the report. A total of 291 mentees were allotted to these mentors out of whom 246 mentees attended the meet.

Mentors shared reports of the various issues that were addressed by the mentors themselves. Other issues for which the clarification was addressed by the mentoring committee after obtaining the necessary information from the respective authorities. The clarifications of the issues were then mailed to the mentors.

➤ **3rd to 8th May, 2021:**

The 2nd mentor-mentee meet was conducted from 3rd to 8th May, 2021 through g-meet. The google form link was provided for swift collection of data from the mentees.

The agenda for the Mentor Mentee Meet was as follows:

1. Discuss the results of the odd semester with the mentees.
2. Address any issues faced by students during this time of distress.

A total of 23 mentors submitted the report. A total of 409 mentees were allotted to the mentors out of which 327 attended the meet. Most mentees were contacted through g-meet while some

who didn't attend the meet were contacted personally through WhatsApp by the mentors. The mentoring committee compiled the issues faced by the students and the clarifications to the same were mailed to the mentors.

Mentoring Committee Meetings

➤ **7th October, 2020:**

A meeting was held on 7th October, 2020 by the mentoring committee to discuss the plan of action for the academic year 2020-21.

The UGC has laid guidelines for mentoring as a part of the induction program – Diksharambh. Incorporating the same and considering what has been the practice in Chowgule College, as also the current pandemic situation, a revision was needed in the mentoring process followed in College. However, due to Pandemic situation and the resultant burden faced by students and teachers, the same could not be executed.

Nevertheless, a major change adopted by the mentoring committee was to have a homogenous set of mentees to enable smooth conduct of mentor-mentee meet.

Objectives of the mentoring program were finalized as follows:

1. To ensure that students are clear about the Course Structure, Evaluation system, attendance, and credits.
2. Provide a safety net for students who may be facing problems – both academic and personal
 - a. Academic – attendance, performance in the CAs, teaching-learning process etc.
 - b. For personal problems inform them about Counsellors in college
3. Ensure that students are completing their required number of credits

➤ **19th February 2021:**

A meeting was held on 19th February, 2021 by the mentoring committee. The agenda of this meeting was as follows:

- To prepare a schedule for mentor-mentee meetings
- To set the agenda for the upcoming mentor-mentee meet

The committee agreed that mentors should not take up complaints about faculty. Instead, mentees should be directed to submit their complaint about teachers in the suggestion/grievance box. Thus, the committee decided to ask the principal to provide complaint/grievance box for the students near the office.

➤ **30th April, 2021:**

A google meeting was convened on 30th April, 2021 in lieu of rising cases in the state. The agenda of this meeting was as follows:

- To decide upon dates for Mentor-Mentee Meet
- To decide upon agenda for the upcoming Mentor Mentee Meet.
- AOB

It was decided that mentors should be asked to conduct meetings from 3rd to 8th May, 2021 through g-meet.

The agenda for the Mentor Mentee Meet was finalized as follows:

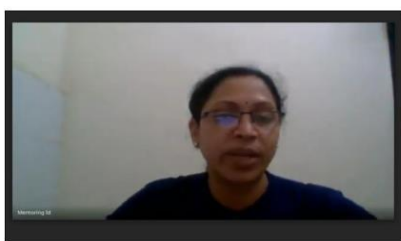
1. Discuss the results of the odd semester with the mentees.
2. Address any issues faced by students during this time of distress.

Talk by Counselors

➤ 9th April 2021:

The mentoring committee in collaboration with the college counsellors organized a talk on “Personal Counseling – An Overview of Academic Years 2019-2021” for the Teaching Faculty on Friday, 9th April 2021 at 2:30 p.m. to 3:30 p.m. This talk was attended by 21 faculties. The aim of this webinar was to sensitize faculty about the types of issues faced by students and also to provide a comparative analysis of cases handled prior to pandemic, during lockdown and since the pandemic.

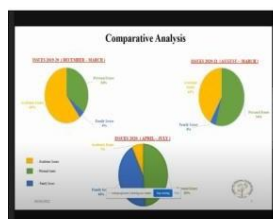
This talk was conducted to provide an insight to the faculty about the difficulties and issues faced by students in their day-to-day life which at times does hamper their academic performance.



Dr. Sobita Kirtani, Convener, Mentoring Committee welcoming the Speakers and Participants



Ms. Prianka Sardinha, College Counsellor, addressing the participants on the objective, stages and importance of counseling.



Types of Issues Handled			
Sl. No.	Academic Issues	Personal Issues	Family Issues
1.	M/C Classes	Relationship - Adjustment	Divorce
2.	Learning Issues	Acidty - Stress - Depression	Abuse
3.	Attendance Issues	Stressful Career	Conflict
4.	Academic Difficulty	Early Marriage	Adjustment
5.	Faculty Issues	Peer-Offendence	Relationship
6.	Class Issues	Peer-Violence	Single Parent
7.	Students	Mobile-Addiction	Sex of Dependence
8.	Procrastination - Time Management Issues		
9.	Lack of self-esteem		
10.	Stress		
11.	Identity - Career - Job		

Ms. Pooja Parab, college counselor, highlighting the various cases handled by the counsellors during the academic years 2019-2021.

Challenges Faced by the committee

- 1) Due to online mode of communication, at times mentors faced difficulties in contacting students.
- 2) Many mentors don't send the reports hence it becomes difficult to address all student issues

INDUCTION PROGRAMME SCHEDULE FOR NEW TEACHERS 2020-2021

Date: 15th October, 2020

Venue: Lower Auditorium

9:30 am – 10:15 am	Offg. Principal's Address	Dr. Shaila Ghanti
	a. Introduction to the College	
	b. Expectation and Delivery	
	c. Organizational Structure	
	d. Responsibilities	
10:30 am – 10:45 am	GROUP PHOTO (Heritage Hall)	
10:45 am – 11:00 am	a. Service Conditions	Shri. H.S.S. Nadkarni
	b. Library	
11:00 am – 11:15 am	Mentoring	Dr. Sobita Kirtani
11:15 am – 11:30 am	Autonomy, Course Structure of PCCAS	Dr. Sonia Fernandes DaCosta
11:30 am – 11:45 am	Teaching - Learning at PCCAS	Dr. Sameena Falleiro
11:45 am – 12:00 pm	Examinations	Shri. Ian Barreto
12:00 pm – 12:15 pm	Audit Process and Academic Work Record	Dr. Sachin Moraes
12:15 pm – 12:45 pm	Research	Dr. Nandini Vaz Fernandes
12:45 pm – 1:15 pm	Online Teaching & Evaluation (Technology and tools)	Shri. Andrew Barreto
	a. CMAIL	
	b. CLAAP/Google Classroom	
	c. Attendance entry	
1:15 pm – 2:00 pm	LUNCH BREAK	
2:00 pm – 3:00 pm	Students Support Services	Ms. Sharmila Menezes Ms. Pooja Parab Ms. Anila K.P.
	a. Exchange Programme	
	b. Counselling c. Assignment Writing, Plagiarism	
3:00 pm – 3:15 pm	Internships and Placements	Dr. Sachin Kakodkar
3:15 pm – 3:30 pm	College Initiatives Activity clubs	Dr. Devashish Bagchi

REPORT

Induction Programme for the new teachers

Date: Thursday, 15th October 2020

Time: 9:30 am – 4:30 pm

Members Present:

1. Shri Yeshwant S. Desai
2. Shri. Kapil Salkar
3. Dr. Pratibha Bakre

4. Dr. Priyanka Talak
5. Shri Sachin Gaonkar
6. Ms. Jyoti Hosamani
7. Miss Vijayshree T. Satpalkar
8. Miss Nikita V. Gaonkar
9. Miss Josmita Fernandes
10. Shri. Gorak Sirsat
11. Shri Swapnil Naik
12. Shri. Pranav Valvaikar
13. Ms. Rajlaxmi Nair
14. Ms. Vidya Nadagaddi
15. Shri. Shubhankar Shah

Member absent:

1. Shri Anthony Gomes
2. Ms. Alisha Satwani

The induction programme began with the Offg. Principal, Dr. Shaila Ghanti welcoming the new teachers to the college. She gave a brief introduction about the college, the structure of the college and stated its recent achievements.

This was followed by the address of Shri. Harish S.S. Nadkarni where he highlighted on developing good and healthy relationship with the students. Dr. Sobita Kirtani addressed on the mentoring system of the college.

Dr. Sonia Fernandes Da Costa explained the autonomous course structure of the college while Dr. Sameena Falleiro explained the new teachers about the various Teaching Learning Methodologies. Mr. Andrew Barreto explained the various online teaching and evaluation tools. Dr. Sachin Moraes emphasised on the audit process and on maintenance of academic work record.

Dr. Nandini Vaz Fernandes motivated the faculty to focus on quality publication and also encouraged them to contribute to Research.

This was followed by a brief presentation by Ms. Sharmila Menezes on the Exchange Programme, by Ms. Pooja Parab and Ms. Prianka Sardinha on the Counselling services available and by Ms. Anila K.P. on assignment writing and Plagiarism. Dr. Sachin Kakodkar briefed about the Internships and Placements committee. The session ended with Dr. Devashish Bagchi briefing the new teachers about the non-evaluative credits.

Feedback on the Induction Programme

As per the feedback received from the new teachers, the induction programme provided valuable information about the organization and its people. It helped them in understanding the college systems. The attendees suggested incorporating the following topics in the induction programme:

1. Introduce the teaching method

2. Basic things about making presentation using Chowgule template, what is expected out of us especially w.r.t online teaching mode, uploading attendance, assignment etc. exam structure
3. Some technologies
4. List of companies available for placement

INDUCTION PROGRAMME SCHEDULE FOR STUDENTS 2020-2021

PARVATIBAI CHOWGULE COLLEGE OF ARTS & SCIENCE(AUTONOMOUS) - GOGOL, MARGAO-GOA (Highlight the appropriate: Workshop/ Conference/Seminar/ Industry-Academia /Extension activity) (Highlight the appropriate for Community outreach: Social service in terms of impact and sensitizing students to social issues of gender/hygiene/ nutrition/ domestic violence /environment/ community assistance etc)	
REPORT	
Title:	Induction Program for F. Y. B. Sc.
Date and year:	03 rd September 2020.
Venue:	Conference room(via Google meet)
Resource person/s:	Dr. Shaila Ghanti, Dr.Nandini Vaz Fernandes, Mr. Yatin Desai, Mr. Kumresh. V.C
Organising Committee	College
No. of Participants	167
Objective:	This main objective of the programme was to make the new students familiar to the system that exists in Parvatibai Chowgule College. The programme also intended to make the new students feel comfortable in exploring their academic interests and to promote bonding.
Summary of the proceedings	This programme was organised to give a broader view of the college to the new students.The induction programme began at 9:00 am. Ms. Anushka Fernandes, from the Department of Philosophy compered the programme. The first resource person for the programme was Dr. Shaila Ghanti, the Officiating Principal. She gave a brief overview of the B. Sc. And M. Sc. Courses via a power point presentation. In her presentation she spoke in brief about the Autonomy, the under graduate and post graduate courses, skilled oriented courses, international initiatives for student exchange programme and the various teaching-learning methodologies (POGIL,

Problem-based learning, CLAAP, google classroom, etc.) adopted by faculty in the college. She also informed the students about the specialised centres, clubs, student support services that exist in our college.

Next a video was played for the students featuring Dr. Nandini Vaz Fernandes, Associate Professor (Zoology) and Dean, Life Sciences and Mr. Yatin Desai, Assistant Professor, Department of Physics briefing them about the course structure. Dr. Nandini Vaz Fernandes gave a detailed layout of the four components of the course structure. She also informed the students that the course structure has been designed keeping in view the requirements of the job market. She also enlightened the students on the Generic Elective Courses, Foundation Courses, Internship, Projects, and non-evaluative credits. Mr. Yatin Desai explained the difference between Single Major and Major-Minor along with their advantages and disadvantages.

The last session included a video featuring Mr. Kumresh.V.C. Associate Professor from the Department of Computer Science. In the video he gave a detailed explanation about the college time table for odd semesters. He explained the time slots and subjects allocated.

Finally, the meet was concluded with the playing of Chowgule college video.

Photographs



Dr. Shaila Ghanti, Officiating Principal addressing the students online during the Induction Programme for FYBA



Ms. Anushka Fernandes, addressing students online during the Induction Programme for FYBSc

**PARVATIBAI CHOWGULE COLLEGE OF ARTS & SCIENCE(AUTONOMOUS) -
GOGOL, MARGAO-GOA**

(Highlight the appropriate: Workshop/ Conference/Seminar/ Industry-Academia /Extension activity)

(Highlight the appropriate for Community outreach: Social service in terms of impact and sensitizing students to social issues of gender/hygiene/ nutrition/ domestic violence /environment/ community assistance etc)

REPORT OF STUDENT INDUCTION PROGRAM

Title:	Induction Program for FYBA
Date and year:	03 rd September 2020.
Venue:	Conference room, (via Google meet)
Resource person/s:	Dr. Shaila Ghanti, Dr. Sachin Moraes, Mr. Anand Masur, Mr. Kumresh. V.C
No. of Participants	124
Objective:	The main objective of the Student Induction Program is to help new students adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the institution, brief them about the facilities of the college, the course structure and the time table. It's also, to build a rapport with the students and faculty members.
Summary of the proceedings	<p>This programme intends to support and guide the students with respect to the college facilities, course structure and time table. The induction programme began at 9:30 am. Dr.SachinMoraes, from the Department of Sociology addressed the online platform and welcome Dr.ShailaGhanti, the Officiating Principal to brief upon the three day induction program.</p> <p>She gave a brief overview on the various college facilities available to the students. She also gave the overview on the Autonomy, the Under graduate and Post graduate Courses, Skilled oriented Courses, International Student exchange program, and the various teaching- learning methodologies adopted in the college. Also, she briefed on the program sequence.</p> <p>The next session was addressed by Mr. Anand Masur., Associate Professor from the Department of Mathematics. He gave a detailed information on the Course Structure. He explained the difference between Single Major, Major-Minor, and Double Major courses along with its importance and need. He also highlighted on the Generic Elective Courses, Foundation Courses, Internship, Projects, and non-evaluative credits. He also, explained on how to avail the non-evaluative credits through joining NCC, NSS, Sports and the various club.</p> <p>The last session was conducted by Mr. Kumresh.V.C. Associate Professor from the Department of Computer Science, who gave a detailed explanation about the</p>

College time table for Odd semester. He explained the time slots and subjects allocated. The programme concluded at 11.00 am by the vote of thanks proposed by Dr. Sachin Moraes.



Dr. Shaila Ghanti, Officiating Principal addressing the students online during the Induction Programme for FYBA



Dr. Sachin Moraes, addressing students online during the Induction Programme for FYBA