



**Parvatibai Chowgule College of Arts and Science
(Autonomous)**

Accredited by NAAC with Grade 'A+'
Best Affiliated College-Goa University Silver Jubilee Year Award

REPORT ON CAMPUS ACTIVITY

Title of the event	First Mentoring Meeting of the academic year 2023-2024
Date	28th July 2023.
Mode	Offline
Organising Department	Designated Mentors in collaboration with the Mentoring Committee
Attendance	89 mentors submitted their attendance and other details discussed during the meeting. 13 faculty mentors had less than 75% attendance of mentees for the meeting.
Agenda of the meeting	<ol style="list-style-type: none">1. Whether students have joined all google classrooms2. Whether students have any issues with classes/classrooms3. Availability of resources/ study material4. Whether students are clear about the course structure, the number of courses they need to compete in a semester and the number of credits for each course5. Whether students have understood the course evaluation methodologies for all courses6. Target setting – a format would be uploaded on the website. Students will have to download the same, fill it up and send across to the mentors. Mentors may provide them with a link to a folder in which they can upload the same.7. Any other issue raised by mentees
Key outcomes	<p>On the basis of the details of discussions done for the mentor-mentee meeting, a list of issues has been noted:</p> <p>Resources of the college:</p> <ul style="list-style-type: none"><input type="checkbox"/> Fans in some classes do not work (B303, flipped classroom and D Block.<input type="checkbox"/> Internet connectivity in the Computer lab is weak.<input type="checkbox"/> Laboratory machines and equipments need to be checked as some don't function well.<input type="checkbox"/> Projector in class B306 does not work.<input type="checkbox"/> Water filter does not function efficiently.<input type="checkbox"/> Need for bidet showers in washrooms.<input type="checkbox"/> Dustbins to be provided to all classrooms.<input type="checkbox"/> AC in FY BVOC class not functional.<input type="checkbox"/> Benches in the woods need to be mended

	<p><input type="checkbox"/> Maintenance of cricket nets</p> <p>Hygiene related issues:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Canteen needs to be kept clean <input type="checkbox"/> Washrooms are not hygienic, especially the one in proximity to the canteen. Some washrooms are closed during class hours, thereby leading to inconvenience. <input type="checkbox"/> Handwash or soap to be provided in washrooms <input type="checkbox"/> The entrance of the college is slippery. <p>Infrastructure related issues:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Availability of a dressing room during events. <input type="checkbox"/> Water leakage at stairs and classroom walls especially in the B and D blocks. <input type="checkbox"/> Availability of car parking space for students. <input type="checkbox"/> Sports equipment and ground to be requested for specific time. <input type="checkbox"/> Dogs entering classrooms causes disturbances <p>Other issues:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Library break to be specific <input type="checkbox"/> Break between 10.30am to 10.35 am not sufficient. Request made to keep a gap of 15 minutes. <input type="checkbox"/> Canteen rates to be more reasonable and reduced. <input type="checkbox"/> NEC credits not given in time <input type="checkbox"/> Library books are not issued till date <input type="checkbox"/> ID cards not yet given <input type="checkbox"/> One of the BVOC lecturers has not created a google classroom as yet. <input type="checkbox"/> Yoga instructor has not given attendance as yet <input type="checkbox"/> FY lecture slots for core major/minor <input type="checkbox"/> Students not aware of the procedure to join clubs <input type="checkbox"/> Activities on confidence building and team-work to be organised <input type="checkbox"/> Long gaps in between lectures leads to wastage of time. <p>Issues resolved during the meeting:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Classroom engagement practices <input type="checkbox"/> Queries regarding internship opportunities
Prepared by	Ms. Jofira Gonsalves, Counsellor
Checked by	Dr. Sobita Kirtani (Convenor- Mentoring Committee)



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REPORT ON CAMPUS ACTIVITY

Title of the event	Second Mentor-Mentee Meeting of the even semester (2023-2024)
Date	30 th March 2024
Mode	Offline
Organising Department	Designated Mentors in collaboration with the Mentoring Committee
Attendance	41 mentors submitted their attendance sheets. 09 mentors had less than 75% attendance of mentees for the meeting.
Agenda of the meeting	<ol style="list-style-type: none">1. Whether they have answered all CAs; any issues pertaining to the CAs.2. Any issues pertaining to classes.3. Availability of resources.4. Whether students are meeting their attendance.5. Whether students are clear about the SEE and examination time table.6. Any other issues raised by mentees.
Key outcomes	<p>The mentors interacted with their designated mentees and helped address certain queries. Hereby, including the issues discussed.</p> <p>CA Completion:</p> <ul style="list-style-type: none"><input type="checkbox"/> Few students were unable to attempt certain CAs due to medical and health related issues. <p>Classes :</p> <ul style="list-style-type: none"><input type="checkbox"/> Google Classrooms are created but not updated.<input type="checkbox"/> EVS evaluation methodology is unclear. The PPT used and content that is taught during classes does not match.<input type="checkbox"/> Professors do not upload PPTs on Google Classroom<input type="checkbox"/> Syllabus has not been completed. <p>Resources :</p> <ul style="list-style-type: none"><input type="checkbox"/> The fans in B Block are inefficient and therefore the classroom temperature gets very high.

	<ul style="list-style-type: none"> <input type="checkbox"/> Air Conditioners and projectors are not functional. <input type="checkbox"/> Computers require software updates. <input type="checkbox"/> Insufficient number of course content books available in the library. <input type="checkbox"/> Washrooms are unhygienic and plumbing needs to be fixed. Re-fill of sanitary pads in the vending machines need to be made. <input type="checkbox"/> Computer Lab facilities need to be upgraded and maintained. <p>Class Attendance :</p> <ul style="list-style-type: none"> <input type="checkbox"/> The attendance of students is not being uploaded on time. <input type="checkbox"/> Some students have found it difficult to access the attendance website. <p>Other issues :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Second Year admission queries <input type="checkbox"/> Hectic Time Tables : On certain days, the students are on campus from 10.30am to 4.15pm
Prepared by	Ms. Jofira Gonsalves, Counsellor
Checked by	Dr. Sobita Kirtani (Convenor- Mentoring Committee)



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REPORT ON CAMPUS ACTIVITY

Title of the event	First meeting of the Mentoring Committee Members (2023-2024)
Date and Time	17th July 2023, 12.35 PM
Mode	Offline
Organising Department	Mentoring Committee
Conducted by	Dr. Sobita Kirtani
Attendees	1. Judith Dias Barreto 2. Suchitra Bhat 3. Sachit Kuttikar 4. Gajanan Nial 5. Lactina Gonsalves 6. Jofira Gonsalves.
Absentees	1. Roopa Belurkar 2. Malati Desai 3. Sanjay Gaikwad
Agenda of the meeting	1. Agenda: Action Plan for 2023-2024 2. Engagement Plans 3. Budget Utilization Plans
Key outcomes	<p>The Mentoring Committee discussed major concerns for the upcoming academic year.</p> <p>Agenda: Action Plan for 2023-2024</p> <ol style="list-style-type: none">Whether students have joined all google classrooms.Whether students have any issues with classes/classrooms.Availability of resources/ study materials.Whether students are clear about the course structure, the number of courses they need to compete in a semester and the number of credits for each course.Whether students have understood the course evaluation methodologies for all courses.Target setting – A format will be uploaded on the college website. Students will have to download the same, fill it up and send across to their respective mentors. Mentors may provide them with a link to a folder in which they can upload the same.Any other issue raised by mentees.

	<p>Engagement Plans</p> <ul style="list-style-type: none"> • The plan of action for the year 2023-2024 was discussed. • A suggestion of formation of a Google Classroom platform for sharing of mentoring reports was assessed. • Each member of the mentoring committee would be given charge of certain departments to help maintain smooth functioning. • The responsibility of drafting minutes of the mentoring committee would be recurring and would be given to any two committee members for each meeting. <p>Budget Utilization Plans</p> <ul style="list-style-type: none"> • Financial Assistance • Advertisement on Daily Newspapers • Stationary, Xerox, and other miscellaneous expenses • Refreshments
Prepared by	Ms. Jofira Gonsalves, Counsellor
Checked by	Dr. Sobita Kirtani (Convenor- Mentoring Committee)