



Parvatibai Chowgule College of Arts and Science
Autonomous

Accredited by NAAC with Grade 'A' (CGPA Score 3.41 on a 4 Point Scale in 3rd cycle)
Best affiliated College-Goa University Silver Jubilee Year Award

MINUTES OF MEETINGS

*(Minutes of Academic Council / Governing Body related to
research promotion)*

**MINUTES OF THE THIRD MEETING OF THE GOVERNING BODY OF
PARVATIBAI CHOWGULE COLLEGE OF ARTS AND SCIENCE
(AUTONOMOUS)**

Date : 26th October 2016

Time: 11.00 a.m.

**Venue: Conference Room, Parvatibai Chowgule College of Arts & Science,
Margao-Goa.**

Members present :

- | | |
|------------------------------|---------------------------------------|
| 1. Shri. Umaji V. Chowgule | - Chairman, Management Representative |
| 2. Shri. Arjun Chowgule | - Member, Management Representative |
| 3. Principal V.R. Shirgurkar | - Member, Management Nominee |
| 4. Dr. R. V. Gaonkar | - Member, Management Nominee |
| 5. Dr. N.N. Sawant | - Member Secretary, Principal |
| 6. Dr. Ananya Das | -Teacher Representative |
| 7. Dr. Gunaji Desai | -Teacher Representative |

Members absent with intimation :

- | | |
|----------------------------|-------------------------------------|
| 1. Dr. Rohini Chowgule | - Member, Management Representative |
| 2. Prof. Shyam R. Asolekar | - Member, Management Representative |
| 3. Dr. Manju Singh | - Member, UGC Nominee |
| 4. Prof. Y. V. Reddy | - Member, Goa University Nominee |
| 5. Prof. Santosh Tilve | - Member, State Government Nominee |

Since there was a quorum, the meeting started at 11.00 a.m.

The Chairman, Shri Umaji V. Chowgule, welcomed the members and thanked them for attending the Sixth Governing Body meeting.

He also welcomed the two new members, Dr. Ananya Das and Dr. Gunaji Desai, who were nominated as Teacher's Representatives to the Governing body in place of Dr. E. M. Travassos and Shri H.S.S. Nadkarni, who have completed their two years tenure.

The Chairman expressed his expectations that the new members would meaningfully contribute to the mission and vision of the college.

AGENDA

1. To approve the minutes of the previous Governing Body Meeting.
2. To propose the names of the members in the Academic Council (i.e. not less than four experts from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering etc.)
3. Any Other Business (A.O.B.)

1. To approve the minutes of the previous Governing Body Meeting.

Dr. N. N. Sawant read out the minutes of the previous Governing Body Meeting held on 13th June 2016 and approved the same with some deliberations, focusing on the following points.

a) Motivating teachers for high end research by:-

- Providing incentives (monetary, reduction in workload)
- Providing assistance (teaching assistance, research assistance etc.)

It was decided that Prof. V. R. Shirgurkar, Dr. R. V. Gaonkar and Dr. N. N. Sawant will work on this strategic plan.

- b) Getting departments recognized as Research Centres. Presently there are three departments recognized as Research Centers. The college should strive to add a few more in the next two years.

- c) Preparing road map for the college for the next 4-5 years. Prof. V. R. Shirgurkar, Dr. R. V. Gaonkar and Dr. N. N. Sawant will jointly prepare the same. The Chairman suggested that it should be in 3-4 specific areas such as research, teaching methodologies, courses etc.

- d) The Chairman suggested that the students who will be availing scholarships from Cipla should be referred as "Chowgule-Cipla Scholars". The college has to deliberate with Cipla on the format of the Scholarship. The Chairman expects Cipla to spell out what they would like to demand from the Chowgule-Cipla scholars in return.

2. To propose the names of the members in the Academic Council (i.e. not less than four experts from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering etc.)

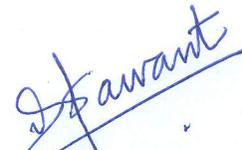
Various names suggested by Dr. N. N. Sawant, Dr. R. V. Gaonkar and Shri Shirgurkar as Governing body nominees on the Academic Council were placed before the house. The Chairman said that he would personally like to meet the nominees and have a dialogue with them to ensure that the members are synergized with the mission of the college.

3. Any Other Business (A.O.B.)

The Chairman said that all departments of this college will have to prepare their mission statement. Any four departments to present their mission statement in the next Governing body meeting.

The meeting ended at 1.15 p.m., with a vote of thanks to the Chair.

Dated : 28/10/2016



Dr. N. N. Sawant
Member Secretary
Governing Body



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F.133A/904

August 6, 2018

All the members of the Governing Body

Sub: Minutes of the 9th meeting of the Governing Body held on 4th June, 2018.

Sir/Madam,

I am forwarding the Minutes of the 9th meeting of the Governing Body meeting of the Autonomous College, held on 4th June 2018, in the Conference Room of our College. If no exception is taken by any member who was present at the meeting to the correctness of the Minutes of the Meeting within 8 days of dispatch of the Minutes, they shall be deemed to be correct.

Yours faithfully,


Dr. N.N. Sawant
Member Secretary

Encl : Minutes of the Meeting.

**MINUTES OF THE NINTH MEETING OF THE GOVERNING BODY OF
PARVATIBAI CHOWGULE COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)**

Date : 4th June 2018

Time : 11.00 a.m.

**Venue: Conference Room, Parvatibai Chowgule College of Arts & Science (Autonomous),
Margao- Goa.**

Members / Invitees present:

- | | |
|----------------------------|---------------------------------------|
| 1. Smt. Padma Chowgule | - Chairman, Management Representative |
| 2. Shri. Umaji V. Chowgule | - Member, Management Representative |
| 3. Dr. Rohini Chowgule | - Member, Management Representative |
| 4. Prof. Y.V.Reddy | - Member, Goa University Nominee |
| 5. Prof. Santosh Tilve | - Member, State Government Nominee |
| 6. Dr. Gunaji Desai | - Member, Teacher Representative |
| 7. Dr. Ananya Das | - Member, Teacher Representative |
| 8. Dr. N.N. Sawant | - Member Secretary, Principal |

Since there was a quorum, the meeting started at 11:00 am.

Dr. N. N. Sawant, Member Secretary of the Governing body welcomed the gathering.

Thereafter, the agenda was taken up for discussion.

Agenda:

1. Leave of absence.
2. To approve the minutes of the previous Governing Body meeting.
3. To approve the proposed syllabi of various courses of Under Graduate Degree Programs and Post Graduate Degree Programs in Arts & Science under Autonomy, which stand approved by the Academic Council.
4. To approve the amendment to Ordinance AO-1.3 pertaining to eligibility criteria for admission of students to Semester V and VI, Ordinance AO-3 pertaining to Course structure, and Ordinance AO-4 pertaining to Scheme of Examination.
5. To approve the policy on Transfer of credits to encourage students to take twinning courses at other Universities.
6. Presentation of the college report for 2017-18.
7. To discuss the plan for the year 2018-19.
8. Any Other Business (A.O.B.)

1. Leave of Absence

The following Governing Body members were absent with intimation:

- | | |
|-------------------------|-------------------------------------|
| - Shri. Arjun Chowgule | - Member, Management Representative |
| - Shri. V.R. Shirgurkar | - Member, Management Nominee |

Members absent without intimation:

- Dr. Manju Singh - Member, UGC Nominee
- Prof. Shyam R. Asolekar - Member, Management Representative

2. To approve the minutes of the previous Governing Body Meeting.

The minutes of the previous Governing Body meeting were approved with the following changes:

i. Point 3 (v) to be rephrased as under:

Students from the faculty of languages will not be eligible to offer optional language in their core language course/programme, e.g. A student offering English as a major course should opt for language other than English as an optional language course. If a student is coming with no background of all the Optional language courses offered by the college, especially foreign students, alternate courses such as Programme languages, Elementary Mathematics, R-tool may be offered.

The approval of the minutes was proposed by Dr. Rohini Chowgule and seconded by Prof. Y.V.Reddy.

3. To approve the proposed syllabi of various courses of Under Graduate Degree Programs and Post Graduate Degree Programmes in Arts & Science under Autonomy, which stand approved by the Academic Council.

Suggestions:

- i. Mechanism to be put in place to ensure that whatever changes suggested by Academic Council and Governing Body are followed by respective departments. Academic audit report from the teachers and the feedback on the courses from students should be placed before the Governing Body.

The house approved the syllabi of all the Under Graduate Degree Programmes and Post Graduate Degree Programmes. In the case of Chemistry syllabus, revision is recommended. The following points as well as suggestions made in the Academic Council meeting held on 28.04.2018 are to be considered when reviewing the Chemistry syllabus:

- a. Add relevant topics in the syllabus especially in the emerging fields of Chemistry.
- b. One or two electives to be added which is industry oriented. The syllabus to be prepared by taking inputs from experts from industry.
- c. Any matter suggested by the Chairman of BoS should be communicated to the Governing Body by email after approval from Standing Committee.

4. To approve the amendment to Ordinance AO-1.3 pertaining to eligibility criteria for admission of students to Semester V and VI, Ordinance AO-3 pertaining to Course structure, and Ordinance AO-4 pertaining to Scheme of Examination.

After deliberation, following changes were suggested in the ordinances:

- i. **Ordinance AO-1.3 pertaining to eligibility criteria for admission of students to Semester V and VI.**
- a. Title to be replaced to "Eligibility for admission to Semester III and IV, V and VI of B.A./B.Sc degree programme".

Ordinance to be read as follows:

- i. **Eligibility for admission to Semester III and IV of B.A./B.Sc degree programme.**
- a. All registered first year students are eligible for admission to Semester III and IV, provided that, in:
- Core: a student earns all the credits in core courses offered in the previous semesters (I and II).
 - Electives and other courses: a student has secured a minimum grade 'P' in the specified prerequisite courses.
- ii. **Eligibility for admission to Semester V and VI of B.A./B.Sc degree programme.**
- b. All registered second year students are eligible for admission to Semester V and VI, provided that, in:
- Core: a student earns all the credits in core courses offered in the previous semesters (III and IV).
 - Electives and other courses: a student has secured a minimum grade 'P' in the specified prerequisite courses.

Since more deliberation is required to look at the practical implementation of the same, it was suggested that the same be implemented in the next academic year.

- b. **Maximum Duration of the programme**
A student is expected to complete the B.A. /B.Sc. degree programme in 6 semesters. However, a student may complete the programme in not more than 5 years commencing from the date of admission.

Ordinance AO-1.3 approved after incorporating the above suggestions.

- ii. **Ordinance AO-3 pertaining to Course structure.**
Approved

iii. **Ordinance AO-4 pertaining to Scheme of Examination**

Ordinance AO-4 approved after incorporating the below suggestions:

- a. Ordinance AO-4.2: Monitoring the Assessments is rephrased as under:
The responsibility for monitoring the assessment of courses offered by the Department will lie with the Head of the Department and the concerned Dean.
- b. Ordinance AO-4.3: Submission of Results is rephrased as under:
Marks scored by students in the courses offered by the Department during the semester should be submitted to Examination Cell of the College at least **one** week before the end of the semester (commencement of the winter/summer break) so as to facilitate the declaration of results.
- c. Ordinance AO-4.4: Pattern of Assessment pertaining to courses in component B:
Under Ordinance AO-4.1, it was discussed that assessment for all the courses will be the responsibility of the respective course teachers. Therefore, Ordinance 4.4 is deleted.

5. **To approve the policy on Transfer of credits to encourage students to take twinning courses at other Universities.**

Ordinance AO-8: Participation of a Student of Chowgule College in Study Programmes of Institutions and Universities Overseas and the Transfer of Credits Earned

Delete point no. 3

'Courses chosen for such a study must correspond to the courses that the student would have studied at Chowgule College and must carry similar rigour and credits. The Board of Studies of a subject will be the appropriate body to determine the equivalence of such courses in the subject. This has to be done prior to joining the study programme.'

Ordinance AO-8 approved.

6. **Presentation of the college report for 2017-18.**

The Member secretary presented the college report for 2017-18.

7. **To discuss the plan for the year 2018-19.**

The Member secretary presented the following plan for the year 2018-19.

- Start Ph.D Research Centres in Zoology and Computer Science
- 4 students to submit their Ph.D thesis from the Research Centres (Geography and Hindi)

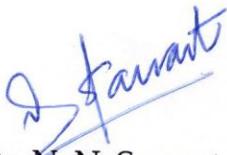
- Develop Centre for Spatial Studies and Centre for South Asia Studies.
- Increase college strength to 1700 + and by 2020: 2000 +
- Project Proposal: 8 to be submitted
- More short term courses like Konkani for Non Konkani Speakers, Vermi Compost
- Mapping of Villages
- Courses for Public
- Develop and Strengthen Alumni Connect

8. Any Other Business (A.O.B.)

- i. It was suggested that the college could have their academic calendar as follows:
Odd Semesters - July to November
December - Winter break
Even Semesters - January to May
After approval from Academic Council and Governing Body, the same has to be approved by Goa University.
- ii. Since the first batch of autonomous students has passed out, vertical mobility of the students should be mapped.

The meeting ended at 2.00 p.m., with a vote of thanks proposed by Dr. N. N. Sawant.

Dated: 06/08/2018


Dr. N. N. Sawant
Member Secretary
Governing Body

**Minutes of the Meeting of the Academic Council of
Parvatibai Chowgule College of Arts and Science, (Autonomous), Margao - Goa
held in the College on 14th October 2019.**

Following the Chowgule College notice F.133(B)/1188 dated 01/10/2019, convening a Meeting of the Academic Council of Parvatibai Chowgule College of Arts and Science (Autonomous) on 14th October, 2019 at 10.00 a.m. in Room G-002, the Meeting of the said Academic Council was held on the said day, date, time and at the appointed place. Since the members present represented the quorum, the Academic Council began its proceedings as per the agenda.

Members Present:

1. Dr. Nandkumar N. Sawant, Principal - Chairman

Heads of Department in the College

- | | |
|---------------------------------------|--------------------------|
| 2. Ms. Sarah Mesquita (In-charge) | - Biochemistry |
| 3. Dr. R. Kanchana (In-charge) | - Biotechnology |
| 4. Mrs. Amisha Shirodker (In-charge) | - Botany |
| 5. Dr. Manjita Porob | - Chemistry |
| 6. Mrs. Suchitra Bhat | - Computer Science |
| 7. Mr. H.S.S. Nadkarni | - Geology |
| 8. Dr. Anagha Bicholcar | - Geography |
| 9. Mr. Anand P. Masur | - Mathematics |
| 10. Mr. Yatin Desai | - Physics |
| 11. Dr. Nandini Vaz Fernandes | - Zoology |
| 12. Mrs. Rupali Tamuly | - Economics |
| 13. Mrs. Sarita S. Naik Tari | - History |
| 14. Mrs. Sobita Kirtani (In-charge) | - Psychology |
| 15. Dr. Sachin Moraes (In-charge) | - Sociology |
| 16. Dr. Sonia Fernandes Da Costa | - English |
| 17. Mrs. Carol Barreto Miranda | - French |
| 18. Mr. Pradeep Jatal (In-charge) | - Hindi |
| 19. Ms. Trupti Phaldessai (In-charge) | - Marathi |
| 20. Dr. Hanumant Chopdekar | - Konkani |
| 21. Dr. Devashish Bagchi | - Physical Education |
| 22. Dr. M.P. Shivalli | |
| 23. Mr. Ian Barreto | - Teacher Representative |
| 24. Mr. Andrew Barreto | - Teacher Representative |
| 25. Dr. Ashish Desai | - Teacher Representative |

Nominees on the Academic Council

- | | |
|-----------------------------|--------------------------|
| 26. Mr. D.S. Prasant | - Governing Body Nominee |
| 27. Mrs. Ajanta Burman | - Governing Body Nominee |
| 28. Prof. Kaustubh Priolkar | - Goa University Nominee |
| 29. Prof. Purva Hegde Desai | - Goa University Nominee |

30. Dr. Shaila Ghanti - Member Secretary

Leave of Absence

The following Academic Council members were absent with intimation:

- | | |
|--------------------------|--------------------------|
| - Mr. Mangirish Salelkar | - Governing Body Nominee |
| - Dr. Debasish Majumdar | - Teacher Representative |
| - Ms. Maria C.Quadros | - In-charge, Portuguese |

The following Academic Council members were absent without intimation :

- | | |
|-------------------------------------|--------------------------|
| - Ms. Reboni Saha | - Governing Body Nominee |
| - Prof. Nina Caldeira | - Goa University Nominee |
| - Ms. Anushka Fernandes (In-charge) | - Philosophy |

Agenda for the Meeting

1. To approve the minutes of the meeting of the Academic Council held on 24th May, 2019.
2. To approve the proposed syllabus including the Course Outcomes of Undergraduate Degree Programme in Arts as recommended by Board of Studies.
3. To approve the amendments to ordinances - AO-1.4: Maximum Duration of the programme, AO-3: Courses and Credits, and AO-8: Participation of a Student of Parvatibai Chowgule College of Arts and Science, Autonomous in Study Programmes of Institutions and Universities Overseas and the Transfer of Credits Earned.
4. To approve policies pertaining to Consultancy and Research.
5. To present report of Academic Audit and AQAR (2018-19).
6. Any Other Business (A.O.B.)

Chairman's Welcome

The Chairman, Dr. N. N. Sawant, welcomed all the members.

Mr. D. S. Prashant, Chief Executive Officer -Forum for Innovation Incubation Research and Entrepreneurship, promoting technology based start ups from Goa, stated that he is an alumni of this College, graduated in 1991. His area of expertise is entrepreneurship, incubation and innovation. Presently a member on the Goa State Innovation Council and also a member of the Entrepreneurship Training Programme.

The Member Secretary welcomed all the members and the agenda for the meeting was taken up.

1. To approve the minutes of the meeting of the Academic Council held on 24th May, 2019.

The Member Secretary read out the minutes of the previous Academic Council meeting held on 24th May 2019. The changes suggested were incorporated and circulated to all the members for their feedback/comments.

The house unanimously approved the minutes.

Proposed -Dr. Devashish Bagchi; Seconded – Dr. Sachin Moraes

2. To approve the proposed syllabus including the Course Outcomes of Undergraduate Degree Programme in Arts as recommended by Board of Studies.

The syllabus including the Programme Specific Outcomes and Course Outcomes approved by Board of Studies of Economics, was presented to the Academic Council.

The resolution of the Academic Council is displayed in the table below:

S.N	Subject	Level	New/ Revised	Resolution of the Academic Council	Suggestions made by Academic Council/Clarifications
1	Economics	UG	<ul style="list-style-type: none"> • Revised syllabus with course outcomes • New elective courses introduced: <ol style="list-style-type: none"> 1. “Research Methodology in Economics” 2. “Behavioural Economics” 	Approved the revised Syllabus, and the new elective courses, as shown in Annexure A1, with few suggestions.	<p>Under the new Course “Behavioural Economics”, contents of Unit 2 needs revision of wordings.</p> <p>Course in “Entrepreneurship”: Unit 4, word “Business Plan” to be replaced by word “Business Model Canvas”</p> <p>Course Outcomes in Entrepreneurship, C01 to be replaced with Basic concepts in Entrepreneurship.</p>

The house approved the revised syllabus of Economics and the new Elective courses “Research Methodology in Economics” and “Behavioural Economics” with Course Outcomes after incorporating the suggestions.

Proposed –Dr. Sachin Moraes; Seconded – Mr. Andrew Barreto

Additional Suggestions:

1. All web based references to have title before the link.
 2. References to have latest editions.
 3. Format of the syllabus to be as per NAAC guidelines.
3. **To approve the amendments to ordinances - AO-1.4: Maximum Duration of the programme, AO-3: Courses and Credits, and AO-8: Participation of a Student of Parvatibai Chowgule College of Arts & Science - Autonomous in Study Programmes of Institutions and Universities Overseas and the Transfer of Credits Earned.**

The Controller of Examinations, Shri Ian Barreto, presented the amendments to ordinances.

- i} Amendment to ordinance AO 1.4 - Amendments were suggested to be in sync with Goa University ordinance.
Maximum duration of the programme
Approved the amendment. To be effective from retrospective date i.e. 4th June 2018. Refer annexure II
- ii) Amendment to ordinance AO-3 - A Field based component of the course should consist of one credit and will have 30 instruction hours per semester.
Courses & Credits
Approved the Amendment. Refer annexure III
- iii} Amendment to ordinance AO-8 - Transfer of credits to be applicable also to students participating within India.
Participation of a Student of our College in Study Programmes of Institutions and Universities Overseas and the Transfer of Credits
Approved the amendment. Refer annexure IV

The house approved the amendments to ordinances

Proposed -Dr. Anagha Dicholcar; Seconded – Mr. H. S. S. Nadkarni

4. **To approve policies pertaining to Consultancy and Research.**

Dr. Nandini Vaz Fernandes, Dean, Faculty of Life Sciences presented the following policies for promotion of research on the college campus.

a) **Intellectual Property Rights Policy**

This policy has been drafted in accordance with the *Goa University statutes SA 39* relating to the Intellectual Property Rights (IPR) of the Faculty members of Goa University and Affiliated Colleges.

Suggestions

- i. The date of implementation of IPR Policy should be effective only after it is approved by Academic Council and Governing Body and not February 2017.

- ii. Parvatibai Chowgule College of Arts & Science - Autonomous may have a Innovation and Startup Policy, as per the guidelines of National Innovation and Startup 2019 issued by MHRD.

b) Consultancy Policy

Parvatibai Chowgule College of Arts and Science, Autonomous, encourages its faculty members to undertake Consultancy and other similar work provided there is no conflict with the objectives of the College. The purpose of this Policy is to lay down the principles and procedures governing Consultancy and other Services. This policy is prepared as per the UGC guidelines and as per statutes SA-38 of Goa University governing consultancy.

Suggestions

- i) This policy stands till we get a notification from Directorate of Higher Education about its Consultancy policy for College teachers.
- ii) 15% overhead charges can be incorporated to meet the administrative cost after approval from the management.

c) Institutional Ethics Committee

Parvatibai Chowgule College of Arts and Science, Autonomous has constituted 'Institutional Ethics Committee (IEC). All proposals on social and biomedical research in Chowgule College involving human participants require ethical clearance by this Committee to safeguard the welfare and the rights of the participants.

Suggestions

- i. Dispute Redressal mechanism to be put in place to handle ethical disputes arising from third party. Refer Academic Research Policy and Dispute Redressal Policy of Indian Academy of Sciences, which is available online.
- ii. The Research work carried out by the faculty and students of this College is the property of this college and should be ensured that there is no plagiarism.

d) Research Promotion Policy

Parvatibai Chowgule College of Arts and Science, Autonomous, has come up with the Research Promotion Policy to encourage faculty members to do active research.

Suggestion :

- i. The percentage of SEED money provided by this Institution may be specified in consultation with the management.

The house approved all four policies.

Proposed -Dr. Devashish Bagchi; Seconded – Dr. Hanumant Chopdekar

5. **To present report of Academic Audit and AQAR (2018-19).**

- a) The Dean of Life Sciences, Dr. Nandini Vaz Fernandes, presented the College Academic Audit Report

Suggestions :

- i. To include the details of Chowgule College faculty going out as Resource persons.
ii. The Academic Audit Committee must have an external representative.

The house approved the same.

Proposed Dr. Ashish Desai; Seconded – Shri Yatin Desai

- b) Vice Principal Shri H. S. S. Nadkarni presented the AQAR (2018-19) Report.

The house approved the same.

Proposed – Dr. Sachin Moraes; Seconded – Dr. Hanumant Chopdekar

6. **A.O.B.**

Devashish Bagchi presented the Duty and Medical Leave Policy and Procedure for students of Parvatibai Chowgule College of Arts & Science – Autonomous, based on Goa University Ordinance.

The house approved the policy.

Proposed –Shri Anand Masur ; Seconded – Dr. Sachin Moraes

The meeting ended at 1.00 p.m. with a vote of thanks by the Member Secretary.

SR Ghanti

Dr. Shaila Ghanti
Member Secretary
Academic Council

J. Hanumant
Dr. N.N.Sawant
Chairman
Academic Council

Date: 14th October 2019