



Parvatibai Chowgule College of Arts and Science Autonomous

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

DEPARTMENT OF ZOOLOGY

COURSE: ZOO-VI-E-13: HEALTH AND NUTRITION
TYBSc- Semester: VI
Academic Year: 2020-2021.

COURSE POLICIES

Course coordinator and Course Faculty:

- 1)Dr. Nandini Vaz Fernandes
- 2)Ms. Tessa Vaz

Dear students, it is mandatory for you to read our class policies on following major issues. An undertaking will have to be given by you that you will abide by the rules given by us for this course:

1. **Conduct of Classes (Online mode):**

As we are currently going through a pandemic, the conduct of classes will be different from the traditional classroom teaching that you are familiar with. Each lecture will begin with an introductory session that will be conducted on google meet. Note that you need to enter the meet at least 05 minutes after the link has been sent on the WhatsApp group. The duration of the introductory lecture can range anywhere between 15-30 minutes depending on the breadth of information that has to be grasped by you. After the introductory session concludes, you are required to watch the pre-recorded video of that lecture. You will find the link to this video on CLAAP. After you watch the video, you are required to compulsorily write a summary of understanding for that particular lecture. To ensure that you understand the course content, discussion forums will be opened on CLAAP. You are therefore compulsorily required to post your questions/ debate on existing questions on the discussion forums. Furthermore, non-evaluated activities viz. worksheets, gobbets, problem-based learning, online mock tests and MCQs will be made available to you so that you can test your knowledge and understanding on the subject matter. You are required to compulsorily complete the activities uploaded on CLAAP. We expect you to abide by the rules as indicated above as it will definitely help you understand the course matter.



2. **Code of conduct:** All students are expected to be punctual. Any student reporting 10 minutes after the commencement of the lecture/ google meet will be marked absent for that lecture. During the google meet sessions, you will not be permitted to record the sessions at your end. Kindly take this on a serious note. You are also expected to be present during the meet at all times so as to ensure that you are not marked absent for the session. We expect students to interact with teachers in the classroom and google meet. Your opinions and views on certain topic of discussion are most welcome, because we believe that discussion and debate leads to academic discovery. The students need to communicate to each other in a respectful manner both with teachers and fellow students. Assaulting, harassing, intimidating, or threatening another individual or group will invite action by authority.



3. **Attendance:** We request you to attend all our lectures as the knowledge of the fundamentals in class is essential for understanding the practicals that you will perform in the lab. As a rule, you need to have minimum 75% attendance in class. Those who have deficit in attendance (<75%) may be ineligible for answering the semester end examination depending on the rules and regulations put forth by the institution. Those who miss the lectures on account of genuine reasons such as technical problems and/or network connectivity issues are requested to immediately contact the concerned faculty. Those who miss lectures on account of participation of college related extracurricular/co-curricular activities, need to furnish 'Duty leave' certificate duly signed by the authority. Those on long leave due to genuine medical problem need to furnish medical certificate to prove the same. Extended absence/non-participation (due to college activity, illness, or injury) should be reported to faculty in-charge immediately. Students are expected to abide by the 'College Attendance policies' available on website.



4. **CLAAP resource:** All students are required to check the CLAAP resources daily. Before attending our lectures, please download the presentations for each topic. Also hyperlinks of important sites, related to your course are provided. Read the content before coming to class, as we want the classroom to be more interactive. The lectures will consist of online teaching, cooperative learning strategies and problem-solving activities. We expect you to read a lot and participate actively in 'Problem solving activities' and



activities of 'Cooperative learning strategies' as this will help you to understand the concepts clearly and apply the knowledge practically. You must adhere to this to be a better thinker and an intelligent Zoologist.

5. **Group Work and Student Collaboration:** Students are expected to engage in group learning / teamwork for Assignments, PBL activities, CLS activities. As it is not advisable for you to meet in person due to the pandemic, you are required to have your group meeting etc. in online mode. We advise you to use google classroom for the same. The group leader will be responsible for fixing date and time for discussions, assigning duties to members, monitor progress and email the activities to us. When submitting the hardcopy, the group leader will explain the involvement of each member and the contribution by every group member on the last page of the hardcopy of your work. We will assign marks based on the team leaders report/complains after verifying the same.



6. **Submission of Problem based Learning Activities /Assignments:** All students are requested to compulsorily submit their CAs on the date specified in the CLAAP in 'assessment schedule'. Delay in submission will result in deduction of marks by 2% for 1 day, 3% for 2 days and 5% for 3 days. Beyond that no activities will be accepted. Also, please note that you will have to compulsorily follow social distancing guidelines if you have to visit the college campus for academic related work. You are also required to vacate the college premises as soon as your work in the campus has concluded.



7. **Academic Integrity, Cheating and Plagiarism:** You must read the College policies on plagiarism. Plagiarism or any other forms of cheating is absolutely unacceptable. All assignments will have to have Plagiarism check reports. This is mandatory. If any student found guilty of plagiarism for the assignment / PBS activity, penalties indicated in the College Plagiarism policies will be applicable. Based on the extent of plagiarism, the course faculty may deduct marks or take necessary action as per the guidelines given by Examination committee.



8. **Assessments:** The formative and summative assessments dates and modes, and rubrics of assessment are uploaded on CLAAP/Google classroom. You are expected to make a note of it and abide by the dates of submissions.

9. Lab policies

The following guidelines need to be followed in Lab.

1. Report to the lab sharp on time as per the schedule
2. Carry your lab-coats, lab essentials and Journal to the practical hall.
3. Do all recording in the journal with 'Blue' pen. Make your entries clear and legible. Recording data with pencil is not permitted.
4. Always date and number every page in a consistent manner.
5. Perform calculations directly in the notebook in space provided or at the supplementary pages at end of the journal.
6. Never cancel anything out so as to obscure what was written.
7. If data entered is wrong, do not use white ink to erase it but draw a single strikeout line and rewrite the correct markings or phrases.
8. Document procedures or important noting after completion of a lab exercise in space indicated as "Special points of interest".
9. Photographs, computer generated data, and so forth should all be stuck into your notebook. If any supplementary document needs to be attached then it can be glued or stapled.
10. Do the necessary 'Prelab' work before attending the scheduled practical. Marks will be allotted for Prelab work too.
11. Adopt APA style of referencing for writing references.
12. Carry laptops/tabs to the practical hall.
14. Journal should be checked by course faculty after completion of each lab exercise.

All are expected to strictly read, be fully conversant with and conform to my class policies and give an undertaking that you have read and understood the course policies.

Course coordinator.