



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

## **E-GOVERNANCE – ADMINISTRATION**

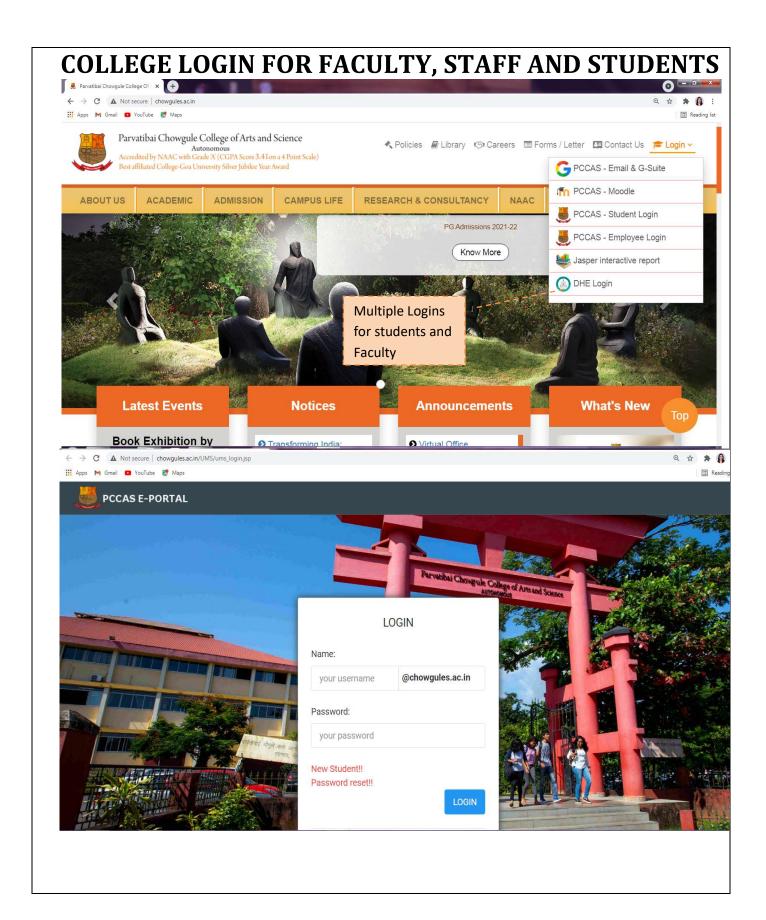
1.	Website – Main Communication System
2.	College login for Faculty, Staff and Students
3.	Students and Faculty forms
4.	Emails – College Specific
5.	E-Correspondences of Notices/ Circulars/ Announcements
6.	Departmental Portal
7.	Administration Portal
8.	Newsletters
9.	Library
10.	Moodle Platform -CLAAP
11.	Process to follow by HODs to assign courses to faculty
12.	Process for faculty to assign the students to the courses

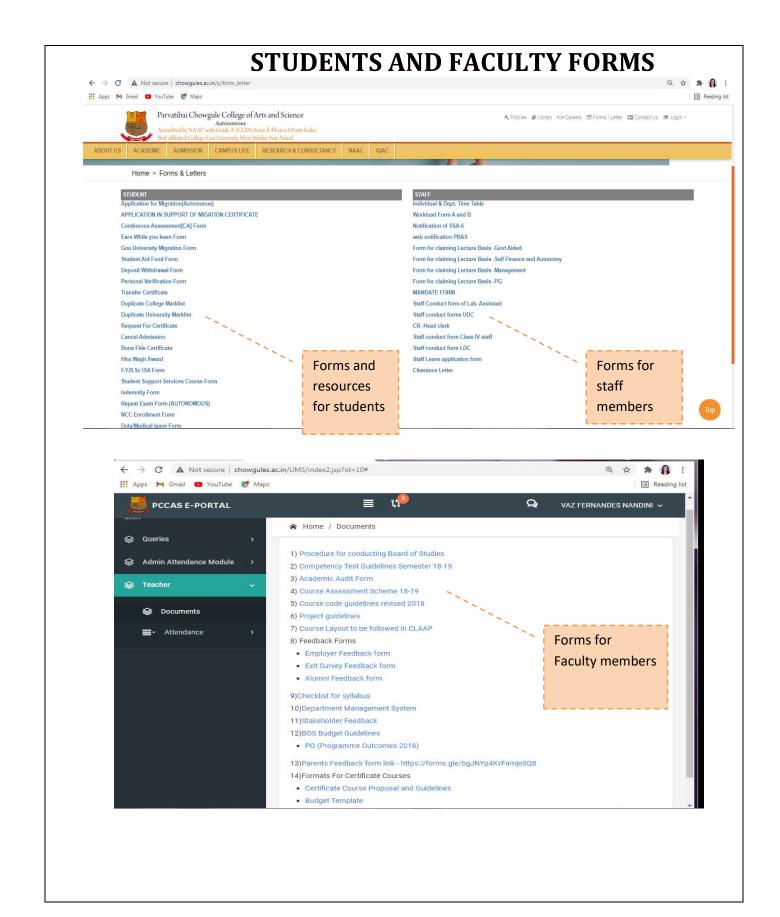
## **WEBSITE - MAIN COMMUNICATION SYSTEM**

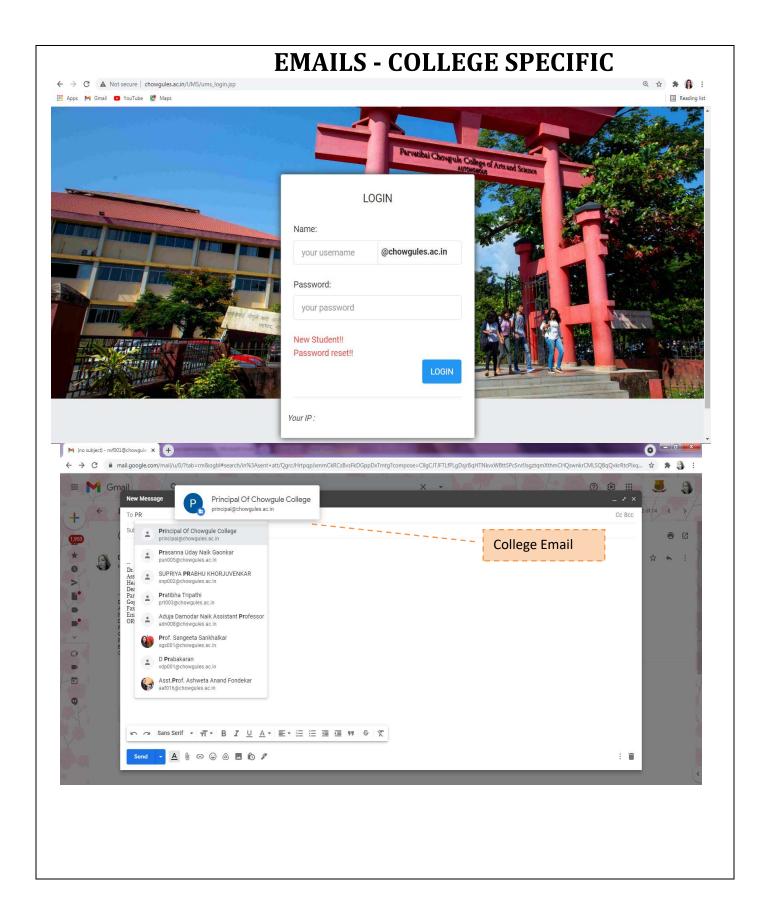












# E- CORRESPONDENCES OF NOTICES/CIRCULARS/ANNOUNCEMENTS



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# **ADMINISTRATION PORTAL**

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Administration	News And A	rticles	Classes / Attendance	My Library	Feedba	xk Management	Tenders
Events_What's New	Admissi	n	Accounts				
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Administration	Verify Students Docu	ments				✓	x • × • ×
	#						
Transaction	# Academic Year	Roll No	Name		Contact No	Email	Status
	0 2022-23	2101158	SABINA KUTTYMON		7387670242	sab008@chowgules.ac	in Not Verified
Transfer Certificate	0 2022-23	2102265	FRENNON JESUS QUADR	OS	9890526342	fre001@chowgules.ac.	in Not Verified
Post Job	0 2022-23	2102266	DIVYA RAMCHANDRA PA	TLEKAR	8459932824	div005@chowgules.ac.	in Not Verified
Verify Students Documents	0 2022-23	2102267	JELCY MELINY SOUZA		8767385119	jel000@chowgules.ac.i	n Not Verified
Student Enrollment Detail	0 2022-23	2102268	STEZIA SALOME MIRANE		9921858400	ste006@chowgules.ac.	
	0 2022-23	2102269	PRERNA SITARAM KAMA	Т	7507021166	pre006@chowgules.ac.	
GEC Selection	0 2022-23	2102270	ELDRIDA COLACO	50	9922265691	eld002@chowgules.ac.	
SEC Selection	0 2022-23	2102271	LEANNE SHEA FERNAND		7385061828	lea002@chowgules.ac.	
Export Post Details	0 2022-23	2102273 2102274	SOHAM SIDHARTH DESS		7875245162 9373899584	soh004@chowgules.ac vel011@chowgules.ac.	
	0 2022-23	2102274	MASHWIN FERNANDES	v	7720815102	mas015@chowgules.ac	
	0 2022-23	2102275	REYA PATRA		9921880471	rey000@chowgules.ac.	
	0 2022-23	2102278	Neeyati Suresh Sawant		9970771466	nee000@chowgules.ac	
	0 2022-23	2102279	SPICA GAMA		7499163773	spi000@chowgules.ac.	
	0 2022-23	2102280	JIMENCY TREZA COLAC	)	7620084876	jim000@chowgules.ac.	
	0 2022-23	2102281	ZAHEEDA PARVEEN SHA		9156103712	zah000@chowgules.ac	
	0 2022-23	2102282	ASHLESHA VINAY NAIK		8767068079	ash009@chowgules.ac	.in Not Verified

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News And Articles	Work with M	lotices(Admin)					<ul> <li>-</li> </ul>	+ (	<b>)</b>	×
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Ø Daily Activities	# ID	TITLE	NOTICE TYPE	CREATED BY	MODIFIED BY	DEPARTMENT	EFFECTIVE FROM	EFFECTIVE TO	APPROVED	L
Work With Notice(Admin)	0 1150	TIMETABLE OF THE FIRST/THIRD/FIFTH SEMESTER END EXAMINATION OF THE BACHELOR OF VOCATIONAL (B.Voc.) PROGRAMME TO BE HELD IN THE MONTH OF NOVEMBER 2022	Notice	Das Abhiram Bijay		Examination	2022-10-27 01:00:00.0	2027-10-27 01:00:00.0	Y	
Daily Activities Work With Notice(Admin)	0 1149	List of Students who have completed the requisite credits of Post Graduate Diploma in Clinical Genetics & Medical Laboratory Techniques (P.G.D.C.G.M.L.T.) Programme. (A.Y. 2021-22)	Notice	Das Abhiram Bijay		Examination	2022-10-22 01:00:00.0	2027-10-27 01:00:00.0	Y	
	0 1142	P.G.D.C.G.M.L.T- Semester II Results June 2022 Examinations (A.Y. 2021-22)	Notice	Alokar Usha Chandrakant		Examination	2022-10-22 01:00:00.0	2027-10-22 01:00:00.0	Y	
	0 1141	Notice: B.A./B.Sc./B.Voc. Admission Year 2017-18 Students	Notice	Alokar Usha Chandrakant	Alokar Usha Chandrakant	Examination	2022-10-22 01:00:00.0	2027-10-22 01:00:00.0	Y	
	0 1140	TIMETABLE OF THE THIRD SEMESTER END EXAMINATION OF THE MASTER OF ARTS (M.A.) / SCIENCE (M.Sc.) PROGRAMME TO BE HELD IN THE MONTH OF NOVEMBER 2022	Notice	Barreto Cedric E		Examination	2022-10-21 01:00:00.0	2027-10-21 01:00:00.0	Y	
	0 1138	Holidays in the month of October 2022	Notice	Fernandes Reena A		Administration	2022-10-20 01:00:00.0	2023-10-01 01:00:00.0	Y	
	0 1136	14th D. D. Kosambi Festival of Ideas 2022	Notice	TAMSE SUVEENA S.	Das Abhiram Bijay	Administration	2022-10-18 01:00:00.0	2022-11-16 01:00:00.0	Y	
	0 1135	TIMETABLE OF THE FIRST SEMESTER END EXAMINATIONOF THE BACHELOR OF ARTS (BA)/ SCIENCE (BSc) PROGRAMME TO BE HELD IN THE MONTH OF NOVEMBER 2022	Notice	Barreto Cedric E	Barreto Cedric E	Examination	2022-10-17 01:00:00.0	2027-10-17 01:00:00.0	Y	
	0 1134	TIMETABLE OF THE THIRD SEMESTER END EXAMINATIONOF THE BACHELOR OF ARTS (BA)/ SCIENCE (BSc) PROGRAMME TO BE HELD IN THE MONTH OF NOVEMBER 2022	Notice	Barreto Cedric E	Alokar Usha Chandrakant	Examination	2022-10-17 01:00:00.0	2027-10-17 01:00:00.0	Y	

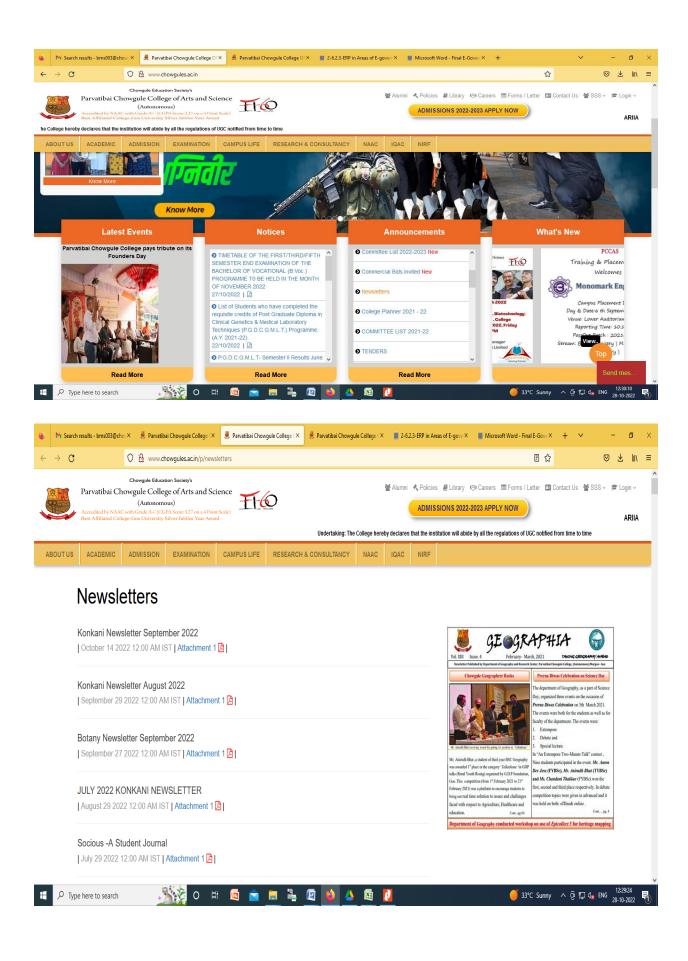
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😂 Teacher	~	A Home / Documents		
		1) Procedure for conducting Board of Studies		
Documents		2) Competency Test Guidelines Semester 18-19		
<b>⊒</b> ▼ Attendance		3) Academic Audit Form		
	ŕ	4) Course Assessment Scheme 18-19		
Queries		5) Course code guidelines revised 2018		
Se Queries	,	6) Project guidelines		
S OFFICE - Administration		7) Course Layout to be followed in CLAAP		
•		8) Feedback Forms		
😂 Teacher	>	Employer Feedback form		
		Exit Survey Feedback form		
		Alumni Feedback form		
		9)Checklist for syllabus		
		10)Department Management System		
		11)Stakeholder Feedback		
		12)BOS Budget Guidelines		
		PO (Programme Outcomes 2018)		
		13)Parents Feedback form link - https://forms.gle/bgJNYp4KvFamjeSQ8		
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	0 1040221	517.38 / CHA/Int	Integral Calculus and Differential Equations	Mathematics	Chattergee, Dipal	0	1999	2022-10-22	Issued
	0 1039636	517.38 / RAO.ANO	Differential Equations with applications & Programs	Mathematics	Rao, S	408	2009	2022-10-20	Issued
	0 1041024	820.9 / MAS/Obj	An Objective approach to English Literature	English	Masih,Ivan	0	2009	2022-10-20	Active
	0 1040239	823 / MEY/Sho	Short second life of bree tanner	English	Meyer, Stephenie	178	2010	2022-10-20	Active
	0 1040906	306.40954799 / XAV/Goa	Goa a Social History 1510-1640	History	Xavier, P D	353	2010	2022-10-19	Active
	0 1038935	823 / BER/Cha	Charlemagne Pursuit	English	Berry, Steve	508	2008	2022-10-19	Active
	0 1039502	581.88 / PUR/Bio	Biotechnology Fundamentals & applications	Biotechnology	Purohit, S	1048	2008	2022-10-19	Active
	0 1041084	574.87 / ALB.BRA	Essential cell biology	Biology	Albert & Others	0	0	2022-10-19	Active
	0 1038591	823 / NIF/Tim	Time Travelers wife	English	Niffenegger, Audrey	518	2005	2022-10-17	Issued
	0 1038914	550.954 / RAM.VAI	Geology of India Vol 1	Geology	Ramakrishnan,M & Vaidyanadhan, R.	0	2008	2022-10-15	Issued
	0 1041700	954.01 / KAP/His	History of Ancient India	History	Kapur,Kamlesh	0	2010	2022-10-12	Active

Feedback Management	Feedback Report				Х
MAIN	REPORT PARAMETER				
🏟 Reports	Teacher Name	All Teaching Staff		v	
Feedback Report	Academic Year	2022-23	v		
Daily Activities	Semester	Odd(1st;3rd;5th)	v		
Feedback			Get Details(Excel format) 🔶	Get Details(PDF format) 🔶	

Events_What's New	Events_Whats	New HISTORY			<ul><li>✓ - +</li></ul>	Q, 🕅	© - Ø X
MAIN	#						^
Daily Activities	# ID	TITLE	NOTICE TYPE	DEPARTMENT	EFFECTIVE FROM	EFFECTIVE TO	PUBLISHED
· /	0 81	Young Innovator's Fest	WhatsNew	Administration	2022-10-28	2100-10-19	Y
Events and What's New	0 80	Corruption free India for a developed Nation	WhatsNew	Administration	2022-10-28	2100-10-19	γ
Events and What's New	0 79	Institutional Innovation Council of Parvatibai Chowgule College in collaboration with BNI has organised a Workshop on Entrepreneurship and innovation	WhatsNew	Administration	2022-10-19	2100-10-19	γ
Baily Activities	0 78	Aging India	WhatsNew	Administration	2022-10-18	2100-10-18	Υ
	0 77	To be happy and the way I am	WhatsNew	Administration	2022-10-10	2100-10-10	Υ
Events and What's New	0 76	Parvatibai Chowgule College pays tribute on its Founders Day	Events	Administration	2022-10-06	2100-10-06	Υ
Events and What's New	0 73	Institutional Academic visit by Vidya Vikas School faculty members	Events	Administration	2022-09-26	2100-09-26	Υ
	0 72	Engineers Day on 15th September 2022	Events	Administration	2022-09-20	2100-09-20	Υ
	0 71	Scholarship Program 2022 batch	WhatsNew	Administration	2022-09-15	2100-09-15	Ν
	0 70	Scholarship Program 2022 batch	WhatsNew	Administration	2022-09-15	2100-09-15	Y
	0 69	CC@60- Cyclothon	Events	Administration	2022-09-08	2100-09-08	γ
	0 68	Campus Recruitment Drive for Monomark Engineering on 6th September 2022	WhatsNew	Administration	2022-09-05	2100-09-05	γ
	0 67	Independence Day Celebration	Events	Administration	2022-09-03	2100-09-03	γ
	0 66	IIC workshop proposal	WhatsNew	Administration	2022-08-27	2100-08-27	γ
	0 65	Breast Cancer Awareness cum Screening Drive	Events	Administration	2022-08-24	2100-08-24	γ
	0 64	Huddle Program 2022-23	Events	Administration	2022-08-17	2100-08-17	γ
	0 63	Movie screening	WhatsNew	Biotechnology	2022-08-13	2100-08-13	γ

Admission MENU	Counselling(Self	Finance) > Programmes / Courses				Search Menu v	Help & Support v
Views / Queries	#						
	PIN_NO	EMAIL_ID	FULL_NAME	APPLICATION_ID	PROGRAMME	SUBJECT	STATUS
Admission Details	22000183	ayeshaparveen1005@gmail.com	Ayesha Mohammed Rafiq	22/01566	Animation		account settlement pending
🛱 Daily Activities	0 22000691	aryangsurya@gmail.com	ARYAN GANESH SURYAWANSHI	22/02093	Animation		counselling-pending
Counseling(Self Finance	0 22001039	ayaanshaikhxc33@gmail.com	AYAAN U AHMED SHAIKH	22/02032	Animation		counselling-pending
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	0 22000409	kpratiksha1707@gmail.com	pratiksha baswant nakade	22/406	Animation		counselling-pending
	0 22000647	crishastefnie84@gmail.com	CRISHA STEFFNIE VAS	22/718	Animation		counselling-pending
	O 22000758	fernandesmark204@gmail.com	Mark Francis Fernandes	22/02117	Animation		counselling-pending
	0 22000979	sohamdhuri234@gmail.com	Soham Anil Dhuri	22/02111	Animation		payment completed
	0 22000303	naiksangeeta778@gmail.com	Shruti Suhas Naik	22/247	B.Sc.	Biotechnology	account settlement pending
	0 22000061	oit@chowgules.ac.in	RAMESH KAMAT	22/01405	B.Sc.	Biochemistry	account settlement pending
	0 22000090	aganborges1234@gmail.com	AGAN BORGES	22/625	B.Sc.	Biochemistry	account settlement pending
	22000706	sadiyahkhan2004@gmail.com	SADIYAH KHAN	22/830	B.Sc.	Biochemistry	account settlement pending
	0 22000882	naikyash0890@gmail.com	YASH VINOD NAIK	22/01282	B.Sc.	Biotechnology	account settlement





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## PROCESS TO FOLLOW BY HODs TO ASSIGN COURSES TO FACULTY

1) Visit on website - http://www.chowgules.ac.in/ then click on "PCCAS- Employee Login"



2) Login using credentials. If you are a new employee, please contact HR for the login credentials.



3) if you are new user, system will prompt for reset password. Then re-login with new password

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4) Select "Classes/Attendance". If the module is not available, contact the OIT or drop an email to OIT for HOD right

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5) Select Admin Attendance module > Add /Assign Course

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6) Click on + New Assign& assign he course paper to the concerned faculty

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7) Fill all the information and just click on Save button.

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HODs Kindly note : Once the course is assigned to the faculty, please request the faculty to assignthe students to the courses

## **PROCESS FOR FACULTY TO ASSIGN THE STUDENTS TO THE COURSES**

1) Visit on website - http://www.chowgules.ac.in/ then click on "PCCAS- Employee Login"



2) Login using credentials. If you are a new employee, please contact HR for the login credentials.



3) if you are new user, system will prompt for reset password. Then re-login with new password

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4) Select "Classes/Attendance". If the module is not available, contact the OIT or drop an email to OIT for HOD right

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5) Students need to be manually assigned for the **Elective Course** by the concerned faculty. Please click on "Assign student" button.

(Note: All core / FC / GEC/ SEC courses are already assigned by OIT)

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6) Select the checkbox to assign the studentor deselect the checkbox to remove the student.

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#### 7) Click on the print button to print the attendance sheet

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#### Sample attendance sheet

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1	2202016	SARA HANUMANT CHOPDEKAR							
2	2202823	VAIBHAVI SURENIJRA NAIK							
				Ra	Concel				

- 8) a) Aided faculty are requested to enter the attendance on DHE portal (not on college portal)
- b) Self finance faculty are requested to enter the attendance on college portal as follows:

#### Only For Self-financeFaculty

9) Add the attendance

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10) Read the note carefully then fill the attendance. You can add 5 days attendance at one time.

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#### 11) You can view, delete, update attendance

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### 12) Generate the attendance report by clicking on "Generate Report" button

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