



Chowgule Education Society's
Parvatibai Chowgule College of Arts and Science
(Autonomous)

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



Minutes of Meeting

Date: 07-09-2023	Time meeting start: 11.00 am to 04:00 pm	Venue: Conference room
Meeting Attended by		Meeting conducted by
<ol style="list-style-type: none"> 1. Prof. Sangeeta Sankhalkar (Principal) 2. Mr. V. Kumaresh (Vice Principal) 3. Mr. Mahadev S. Sawant (Manager Accounts- CES) 4. Ms. Yuti Kavadi (Sr. Executive - Strategic Initiatives) 		Mr. Aditya Chowgule Cdr. Parijat Sinha (retd.)

AGENDA for the Management review Meeting on 07th September 2023

TIMINGS	AGENDA	IN ATTENDANCE
11.00 am to 11.15 am	<ul style="list-style-type: none"> ● Meet Principal 	
11.15 a.m to 12.00 pm	<p><u>Principal Briefing</u></p> <ul style="list-style-type: none"> ● College Matters ● Updates ○ Alumni activities ○ College activity calendar , social outreach plan ○ Audit matters and accounting closures ○ Next IQAC, AC and GB meetings - specific agendas 	P/VP
12.00 pm to 1.00 pm	<p><u>Discussion:-</u></p> <ul style="list-style-type: none"> ● First thoughts on new programs under Autonomy and timelines (statistics of present program wise student strength as reference) ● Quality consciousness, Research Orientation ● Performance Assessment & midyear reviews ● Academic rigor & Institutional Contribution 	Principal Vice Principal/ IQAC Coordinator Dean - Academics NEP Coordinator Research & Development Cell
	<u>College Meeting Ends</u>	
1.00 pm to 2.00 pm	LUNCH	
2.00 pm to 2.30 pm	<u>CSC Reviews</u>	Manager-CES/AN/KP
2.30pm to 3.00 pm	<p><u>CES Reviews</u></p> <ul style="list-style-type: none"> ● Finance Update (Division wise CFS + Expenditures till date) 	MSS
3.00pm to 3.30pm	Infrastructure and Annual Works Plan	Manager-CES/Mrs. Suja /OIT Incharge/MSS
3.30 PM onwards	Discussions	

Topic	Discussion Details	Responsibility
<p>Principal Briefing</p> <p>College matters</p> <p>Updates</p>	<p>Principal briefed the Management on College Matters and the following was mentioned,</p> <ol style="list-style-type: none"> 1) Principal to send a formal mail to the college staff to follow proper procedure to inform the principal if any staff is going out of college premises to attend any event. 2) Principal to meet DHE - Pending college matters to be discussed. Also one of the points discussed will be on 'release of salary/arrears' to be sent through proper channel. 3) Disaster management - Mock drill will be organised on 13/09/2023 at 10:30 am. 4) Advitiya Netrutva - Selection of office bearers scheduled on (GS and CP) 08/09/2023 at 2.30- 4.30 pm. Formal launch of AditivyaNetrutrav& sports council, scheduled on 13/09/2023 at 10.30 a.m. 5) Collaboration with Press Information Bureau (PIB) - Gautam S Kumar, Dy Director, PIB GOA, visited college on 05/09/2023 to invite our students to participate in 'Vartalap' (Media Workshop) on September 12th at the Conference: 20 students are deputed for the same. We shall also engage in collaboration with PIB for hosting such events in our college. 6) Biometric machine- Compatible biometric attendance monitoring system as per DHE system to be procured. <p>Alumni activities -</p> <ol style="list-style-type: none"> 1) 1st meeting of the Office bearers was held on 04/9/23. 2) Opening of bank account in progress. Following which, registrations will proceed (Registration fees- Rs. 300/-). 3) Registration form is finalized. 4) Alumni meet: last week of December 2023, tentative 28-29th. Suveena to send mail. <p>College activity calendar -</p> <ol style="list-style-type: none"> 1) Broad Activity calendar is available on the website 2) Post formal launch of Advitiya Netrutva: student activities will be finalized by the students. <p>Social outreach plan -</p> <ol style="list-style-type: none"> 1) Workshop cum meeting scheduled on 08/09/2023. 2) Members to submit a detailed plan. 3) Policy to be drafted <p>Audit matters and accounting closures-</p> <ol style="list-style-type: none"> 1) Report submitted by DP and AK. <p>IQAC: 30th Sept 2023 BoS: start on 15th Sept – 15th Oct 2023 AC: 4th Nov 2023 GB: 28th Nov 2023</p> <ol style="list-style-type: none"> 1) Approval of UG -Sem III, IV, and PG Part II course syllabi approved by BoS. 2) Separate BoS, BVoC: Being a vocational 	<p>Prof. (Dr.) Sangeeta</p> <p>Mr. Sachin Mories</p>

<p>Next IQAC, AC and GB meetings</p> <p>Agenda for AC & GB</p> <p>IQAC agenda</p> <p>Discussion</p>	<p>3) different Programme</p> <p>4) Approval for Common BoS for MDC : HOD of respective Dept to be members</p> <p>5) VAC : Social sciences, History, Chem, Zoo and Comp Sci</p> <p>6) AEC : languages HODs alone (AC & VC nominee and Alumni, industry)</p> <p>1) IDP action plan</p> <p>2) Discussion on new programmes</p> <p>3) Proposed programmes:</p> <p>a) Environmental Science & Sustainability-4yr programme.</p> <p>b) PG- Life Science.</p> <p>c) MA- general Psychology</p> <p>-Approval for special examination for students who have completed max duration of the programme during Covid period</p> <p>-Approval for considering sports grace marks</p> <p>-Brief students in Higher secondary schools about the different programmes we offer</p> <p>-Mentoring is needed for all the faculty and staff</p> <p>-Different modes of evaluation to be adapted</p> <p>-Audit to be done for evaluation of the programs</p> <p>-Have a motivation brainstorming event</p>	
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Prepared by Ms. Yuti Kavadi

Checked by Ms. Nina Coutinho

Approved by Cdr. Parijat Sinha (retd.)

Date :



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Minutes of Meeting

Date: 09-11-2023	Time meeting start: 10.30 am to 1.30 pm	Venue: Conference room
Meeting Attended by		Meeting conducted by
1. Prof. Sangeeta Sankhalkar (Offg Principal) 2. Mr. Mahadev S. Sawant(Manager Accounts- CES) 3. Ms. Nina Coutinho (Asst. Manager HR)		Mr. Aditya Chowgule Cdr. Parijat Sinha (retd)

AGENDA for the Management review Meeting on 9th November 2023

TIMINGS	AGENDA	IN ATTENDANCE
10.30 a.m to 12.00 p.m	<p><u>Meeting with Principal</u></p> <ul style="list-style-type: none"> Principal briefing & update of meeting with different authority. Plan & readiness for government audit. Any other issues related to College. <p><u>College Meeting ends</u></p>	P
Topic	Discussion Details	Responsibility
Principal Briefing	<p>Principal briefed the Management on College Matters and the following was mentioned,</p> <ol style="list-style-type: none"> Vacation Break for students & teaching staff – 22nd Oct to 13th Nov 23. 14th Nov 2023 onwards Examination begins until 28 Nov. National games – <ol style="list-style-type: none"> Our student Mithali Tamse, SY BSc. Mathematics, won Silver medal in 70K SQAY Marshal arts. Total 5 students participated in various events at the National games PM USHA proposal 2023 has been successfully uploaded on the website. MOUs active with Tullinge, online meet was held on 25th October to discuss our future plan of action. student exchange for both institutes to start only in AY 2024-25. Tentative date for signing of MOU with BITS Pilani is 16th Nov 2023. Meeting with Press Information Bureau: Gautam S Kumar, Dy Director, PIB Goa was held on 16th Oct 2023. Discussions regarding workshops & activities like Translation, social media management etc were held. Meeting with Dr. Delfin- Camoes on 16/10/23 was held to discuss about renewal of Portuguese UG program, teachers engagement and activities for present AY 2023-24. 	

<p>Plan & readiness for government audit.</p>	<p>9) Meeting was held with Dr. Abhishek Singh, CEO ,AIC- GIM Centre-GIM & he has agreed to interact with staff & students on entrepreneurship culture & steps towards startups in December 2023.</p> <p>10) Goa Innovation and Startup Times (GIST) 1 day mega event is being held by BITS Pilani on 24/11/23 in collaboration with Goa Govt .College is invited.</p> <p>11) New programme- Integrated BA BEd or BSc BEd , Float special education courses as minors for regular BA BSc /Double major programme etc</p> <p>12) On 4/11/2023, Academic council meeting was held.New programmes are passed-</p> <p>(i) PG- Life Sciences (ii) UG – Environment Science and impact assessment</p> <p>13) GB meeting is tentatively scheduled on 28th Nov 2023.</p> <p>Principal briefed the Management on the following points, 1) Committee is formed under chairmanship of Principal & other members - Ian Baretto, Vice Principal & Mahadev. 2) 1st meeting was held on Friday 3rd Nov 3-5pm onwards 3) 2nd meeting was held 8th Nov 2023. 4) Final figure to be claimed has been produced.</p>	
<p>Principal Briefing</p> <p>Plan & readiness for government audit.</p>	<p>Principal briefed the Management on College Matters and the following was mentioned,</p> <p>14) Vacation Break for students & teaching staff – 22nd Oct to 13th Nov 23.</p> <p>15) 14th Nov 2023 onwards Examination begins until 28 Nov.</p> <p>16) National games – (iii) Our student Mithali Tamse, SY BSc. Mathematics, won Silver medal in 70K SQAY Marshal arts. (iv) (ii)Total 5 students participated in various events at the National games</p> <p>17) PM USHA proposal 2023 has been successfully uploaded on the website.</p> <p>18) MOUs active with Tullinge, online meet was held on 25th October to discuss our future plan of action. student exchange for both institutes to start only in AY 2024-25.</p> <p>19) Tentative date for signing of MOU with BITS Pilani is 16th Nov 2023.</p> <p>20) Meeting with Press Information Bureau: Gautam S Kumar, Dy Director, PIB Goa was held on 16th Oct 2023.Discussions regarding workshops & activities like Translation, social media management etc were held.</p> <p>21) Meeting with Dr. Delfin- Camoes on 16/10/23 was held to discuss about renewal of Portuguese UG program , teachers engagement and activities for present AY 2023-24.</p> <p>22) Meeting was held with Dr. Abhishek Singh, CEO ,AIC- GIM Centre-GIM & he has agreed to interact with staff & students on entrepreneurship culture & steps towards startups in December 2023.</p> <p>23) Goa Innovation and Startup Times (GIST) 1 day</p>	

	<p>mega event is being held by BITS Pilani on 24/11/23 in collaboration with Goa Govt .College is invited.</p> <p>24) New programme- Integrated BA BEd or BSc BEd , Float special education courses as minors for regular BA BSc /Double major programme etc</p> <p>25) On 4/11/2023, Academic council meeting was held.New programmes are passed-</p> <p>(iii) PG- Life Sciences</p> <p>(iv) UG – Environment Science and impact assessment</p> <p>26) GB meeting is tentatively scheduled on 28th Nov 2023.</p> <p>Principal briefed the Management on the following points,</p> <p>5) Committee is formed under chairmanship of Principal & other members - Ian Baretto, Vice Principal & Mahadev.</p> <p>6) 1st meeting was held on Friday 3rd Nov 3-5pm onwards</p> <p>7) 2nd meeting was held 8th Nov 2023.</p> <p>8) Final figure to be claimed has been produced.</p>	
	<p>Management after a discussion suggested the following,</p> <p>1) Calendar invite can be sent for signing of MOU with BITS Pilani on 16th Nov 2023.</p>	
<p>Prepared by Ms. Nina Coutinho Approved by Cdr. Parijat Sinha(retd) Date :</p>		



Minutes of Meeting

Date: 4-01-2024	Time meeting start: 10.30 am to 1.30 pm	Venue: Conference room
Meeting Attended by		Meeting conducted by
<ol style="list-style-type: none"> 1. Prof. Sangeeta Sankhalkar (Principal) 2. Mr. Kumresh V. C (Vice Principal) 3. Mr. Mahadev S. Sawant(Manager Accounts- CES) 4. Ms. Nina Coutinho (Asst. Manager HR) 		Mr. Aditya Chowgule Cdr. Parijat Sinha (retd)

AGENDA for the Management review Meeting on 4th January 2024

Please find below agenda for the MRM scheduled on 4/01/2024 between 10.30 a.m to 3.30 p.m.

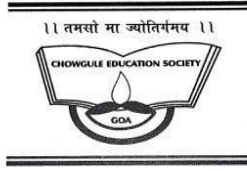
TIMINGS	AGENDA	IN ATTENDANCE
11.00 a.m to 12.30 pm	<u>College Briefing</u> <ul style="list-style-type: none"> • Annual Alumni Meet feedback • Social outreach programme updates <u>College Meeting ends</u>	P/VP/GKN / YD/SM/YK
Topic	Discussion Details	Responsibility

Principal Briefing	<p>Principal briefed the Management on College Matters and the following was mentioned,</p> <ol style="list-style-type: none"> 1) Interviews are scheduled on 5th January 2024. 2) Departmental activities –inter college events are scheduled in Jan 2024. 3) Early marketing of PG programmes will be done. 4) Tentative dates of Governing body meeting are 3rd & 4th April 2024. 	
Annual Alumni Meet	<p>Convener of Alumni Committee briefed the Management about the Annual Alumni Meet and the following points were mentioned,</p> <ol style="list-style-type: none"> 1) Number of Alumni Registered using Google form: 200 2) Number of Alumni visited campus and attended the Meet: 150 	
Social outreach programme updates	<p>Convener of Community outreach cell provided updates to Management and the following points were mentioned,</p> <ol style="list-style-type: none"> 1) International Coastal Clean up and Conservation Drive was held on 16/9/23. 2) Fund Raiser for Gujarati Samaj Special School was held on 17/10/23. 3) Design Workshop for School Children was held on 12/12/23. 4) Financial Literacy and fraud(Awareness) & Soil Testing and Analysis(Awareness) was held on 21/12/23. <p>Management after the discussion suggested the following ,</p> <ol style="list-style-type: none"> 1) Alumni Committee <ol style="list-style-type: none"> a) Invite Alumni for coffee and have discussions. b) Plan of action with timelines regarding contacting alumni & later updates to be submitted. c) Feedback survey of annual alumni meet to be done by 15th Jan 2024. Yes / No questions and suggestions to be designed. d) Quarterly updates of the alumni committee activities with timelines to be provided <p>Management appreciated & congratulated the social outreach cell members for all the programmes conducted & suggested the following,</p> <ol style="list-style-type: none"> 1) Feedback / impact report of programmes to be taken. 2) Publish on college social media platforms & newspapers etc. <p>Secretary – CES after a discussion suggested the following,</p> <ol style="list-style-type: none"> 1) Thank you for attending the alumni meet & a feedback survey form can be sent. 2) Meeting to be held and onboard alumni to form the alumni association. 	<p>Dr.GK Naik</p> <p>Dr. Sachin Moraes</p> <p>Dr. GK Naik</p>

Prepared by Ms. Nina Coutinho

Approved by Cdr. Parijat Sinha (retd)

Date : 08/01/2024



CHOWGULE EDUCATION SOCIETY

Minutes of Meeting

Date: 21-03-2024	Time meeting start: 10.30 am to 1.30 pm	Venue: Conference room, PCCAS
Meeting Attended by		Meeting conducted by
1. Prof.(Dr.) Sangeeta Sankhalkar (Principal) 2. Shri. Kumaresh V. C 3. Mr. Mahadev S. Sawant(Manager Accounts- CES) 4. Ms. Nina Coutinho (Asst. Manager HR)		Mr. Aditya Chowgule Cdr. Parijat Sinha (retd)

AGENDA for the Management review Meeting on 21st March 2024

Please find below agenda for the MRM scheduled on 21st March, 2024 between 10.30 a.m to 1.30 p.m.

TIMINGS	AGENDA	IN ATTENDANCE
10.30 a.m to 10.45 a.m	<ul style="list-style-type: none">Visit Heritage Hall & Conference room (Renovated)	
10.45 a.m to 11.30 a.m	<ul style="list-style-type: none">Meeting with Principal	
11.30 a.m to 1.00 p.m	<ul style="list-style-type: none">College Updates<ul style="list-style-type: none">i) College achievementsii) Faculty Achievementsiii) Student and Alumni Mattersiv) Preparation for Academic Year 2024-25v) Report on important meetings held since last vi) briefing of upcoming Governing Body meeting.	P / VP
1.00 p.m to 1.30 p.m	College Finances & Budget Allocation 2024-25 <u>College Meeting ends</u>	P/VP/MSS

Topic	Discussion Details	Responsibility
Principal Briefing	<p>Principal briefed the Management on College Matters and the following was mentioned,</p> <ol style="list-style-type: none"> 1) Meeting with DHE is scheduled to suggest recruitment in admin office and discussion on new programmes. 2) College Achievements – Students won Anantara ,intercollegiate events etc 3) Faculty Achievements - Many faculties have been a resource person in others colleges , book publication by Mahesh Matha, dept activities, participated in leadership programs by DHE etc 4) Non - teaching staff training held by DHE. 5) RUSA grant is not received for our college. 6) IIC is formed and student activities have started. 7) Felicitation and interaction with alumni is going on . 8) Agenda for GBM scheduled on 3rd April was discussed 9) Report on important meeting held- <ol style="list-style-type: none"> i) UGC meeting - all relevant documents are submitted . ii) DBT online review meeting for all college was held - Total funds were not utilised in the past & refunded but now it was requested for the funds to be made available . The same was refused . College didn't get the star star. iii) Leadership team meeting(P/VP/Dean/IQAC coordinator) is held on every Wednesday- Brain storming on budget 24-25. iv) IQAC meeting held , Ad Hoc BOS for MDC , VAC was held. Finance committee meeting etc 10) 5th & 6th March , sessions by Mr. Abhishek Singh (GIM) on Start-up & entrepreneurship and Ms. Dorothy Pereira (Manager – Food , safety & hygiene)on talk on Millets were held. 11) Plans for 2024-25 – UG –BVoc MSQl skill based course & PG-social service / community service. 12) All departments for external visit with students, hire bus service almost every month. If CES purchases Bus then the same could be utilised by College. 13) Audit – DHE has requested the reconciliation data in a particular format . The same is submitted. 14) Feedback of Tathasthu (student event)–Student council requested for extension of closing time & the same was granted till 8. 30 pm . There were some mis-management by students. 	
College Finances & Budget Allocation 2024-25	<p>Accounts Manager presented the College budget for the FY 2024-25 and the following points were mentioned,</p> <ol style="list-style-type: none"> 1) Based on the student intake of 2023-24 , the College budget of 55 lakhs was presented following the DHE guidelines and presuming that the claims will be settled. <p>Secretary – CES after a discussion suggested the following ,</p> <ol style="list-style-type: none"> 1) Letter to DHE with proposal to review the manpower & provide either lab attendant or LDC or UDC (admin staff) in lieu of librarian can be written. 	

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| | <ol style="list-style-type: none">2) Admission committee to strategise, to ensure adequate admissions. Principal may present plans for admissions , recruitment etc specially for SF programmes.3) Governing Body Meeting – Have discussions on new programmes and guidelines.4) College Budget –<ol style="list-style-type: none">i) Proposed college budget to be further discussed with Principal by accounts Manager.ii) Separate funds from Management will be provided for recognition /training /workshops /seminars etc , for students , faculty & non teaching staff.5) Accounts Manager to analyses the costing for purchasing a Bus vis-a-vis utilisation. | |
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Prepared by Ms. Nina Coutinho

Approved by Cdr. Parijat Sinha(retd)

Date : 26/03/2024