



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



POLICY FOR
Attending to Emergencies as a first responder

Preamble:-

Emergencies, irrespective of their nature generally come unannounced. The nature of response from those witnessing the emergency depends on either past experiences, general awareness or training. It has been universally established that the golden hour is most crucial to saving lives / property as first response makes all the difference till professionals take over.

It is therefore important for all individuals, irrespective of designation or duty to be aware of first stage responses in case of emergencies.

Natural Disaster (Fire, Earthquake, Cyclone, etc) Emergency Response Plan for college :-

Regular training to this effect will be provided through the Department of Fire Services. Additionally, Estate Manager is required keep briefing the MTS and housekeeping staff on a half-yearly basis on the procedure to be adopted for handling emergencies.

Some indicative actions to be taken by anyone noticing breakout of an emergency:-

- Shout "Fire, Fire, Fire, Fire at _____" or as the type of emergency might be to alert people nearby.
- Send a friend or co-worker to inform Principal/ Manager-Estate/ Administration Office. *Do not leave the site of emergency, as crucial information may be lost.*
- In case of electrical fire, shut down mains supply (if possible), without risking yourself.
- Reception / Helpdesk is to be informed local fire station and police and record date and time of the call.
- In case of a major breakout, inform the empanelled hospital.



- Do not overcrowd the area.
- Once professional respondents arrive at the scene, the first responder should brief on observation and actions taken and hand over the situation

Medical Emergency Response Plan for college

First aid procedures are learned during appropriate First Aid Courses. This policy outlines staff actions to take during minor and major medical emergencies at the College or at the college sponsored trips or events.

This procedure does not cover specific first aid or CPR steps or sequences.

(Ref. link to the first aid procedure - to be given post training received).

INJURY EMERGENCY DURING COLLEGE HOURS

IN AN EMERGENCY SITUATION, BORDERLINE SITUATION, OR SITUATION WHERE IT MAY BE

UNCLEAR WHETHER AN EMERGENCY EXISTS, ERR ON THE SIDE OF CAUTION AND CONTACT 108.

MINOR

- Notify College principal's office and First aid cell.
- Designated staff In-charge or office In-charges in Principal office administer first aid procedures as indicated by the nature of the accident/ situation
- Notify parents, if necessary.
- Staff witnessing the accident and/or providing first aid care complete an accident report in case of an accident (falling/ wounding/ Fainting).

MAJOR

(any injury deemed by First aid college staff In-charge need immediate physician care, EMS or transport to a healthcare facility tied up with the college)

- Notify First Aid Cell and the principal's office.
- Either the first College staff person attending to the student or another school/ College staff person calls ambulance services -108 immediately.



Provide basic first aid

- **Principal or designee calls parent or guardian immediately.**

INJURY EMERGENCY DURING FIELD TRIP

Indemnity bond to be certified by the parent prior to going on the trip.

The field trip coordinator should ensure that appropriate first aid equipment and supplies are available during the trip. It is advisable that at least one staff person or adult chaperone (parent, guardian, or other volunteer) has a cellular phone in case the emergency is en-route to or from the College or field trip destination.

Permission slips with emergency care release or parent/guardian phone numbers must be with the field trip coordinator or designee.

In the event of an emergency:

- **Designated staff person administers first aid procedures as indicated by the nature of the accident.**
- **Notify parents, if necessary.**
- **If the injury is major or life-threatening, either the first College staff person attending to the student or another college staff person calls 108 immediately. Seriousness of the case to be reported by dialling 100**
- **Field trip coordinator or designee calls parents or guardian immediately (but only after 108 is called and immediate care is begun).**

This has got duplicated, may be amended accordingly.

MEDICAL EMERGENCIES AT COLLEGE OR DURING FIELD TRIPS IN AN EMERGENCY SITUATION, BORDERLINE SITUATION, OR SITUATION WHERE IT MAY BE UNCLEAR WHETHER AN EMERGENCY EXISTS, ERR ON THE SIDE OF CAUTION AND CONTACT 108.

Medical emergencies include seizures, unconsciousness (without injury), asthma, epileptic condition or breathing emergencies, fainting, diabetic emergencies (confusion, drowsiness, agitation in students known to have diabetes), insect stings, or other non-injury emergencies.



MINOR

- **Notify College First Aid In-charge and the Principal's office.**
- **In-charge/principal or other designated College staff administers first aid procedures as indicated by the nature of the accident. Call 101 under severe situation**
- **Notify parents, immediately**
- **Staff witnessing and/or providing first aid care should complete an accident/medical care report.**


MAJOR

(Any medical emergency deemed by the College staff to need immediate physician care, EMS, or transport to a healthcare facility).

Any insect sting, food allergy reaction, or other allergic reaction in student known to have such reactions in an EMERGENCY – CALL 108. All rapid onset (within a few minutes) breathing problems or swelling of the tongue and face are considered EMERGENCIES – CALL 108. For serious emergency like accident call dial 100.

- **Notify College First Aid Cell In-charge or principal's office.**
- **Either first school staff person attending to the student or another school staff person calls 108.**
- **Provide first aid or other Basic Life Support (CPR, rescue breathing, etc.). To be done by trained personal only.**
- **Staff witnessing and/or providing first aid care should complete an accident/medical care report.**




PRINCIPAL
PARVATIBAI CHOWGULE COLLEGE
OF ARTS & SCIENCE (AUTONOMOUS)
MARGAO-GOA



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STUDENTS' WELFARE POLICY

Student welfare encompasses services that promote the physical, mental and social wellbeing of students. The services advance the balanced growth and development of the young, foster a culture of caring and positive interaction in the college community, and ensure equal learning opportunities for all.

As learning communities, we believe that educational institutes must be concerned for the well-being of young people for whom they are responsible. **Student welfare** is therefore a basic aspect of the work of all involved in education. To guide individual development in the social context within and beyond the college is a major aim of education.

Student Welfare Committee provides basic services and programs that guarantee relevant, efficient and effective support and assistance to the well-being of all students.

At present the College gives Scholarships from Government student aid fund, Blue Cross Laboratories Scholarship and Margao Higher Education Society Scholarship. All scholarships are on merit and subject to availability of funds. Committee also ensures the coordination between Students, Parents & College authorities.

GENERAL AID FUND (General Scholarships)

There are specifically two categories under the General Aid Fund.

A. Total amount donated to be used as AID fund: The entire amount donated by individual/groups/company/association should be greater than Rs. 10,000/- to declare under



certain categories by the donated party. Otherwise the amount will be accrued and the beneficiary will be decided by the Scholarship committee.

B. Interest of the amount donated to be used as AID fund: The interest of the amount donated by individual/groups/company/association should be greater than Rs. 3,000/- to declare under certain categories by the donated party. Otherwise, the amount will be accrued and the beneficiary will be decided by the Scholarship committee.

1. The scholarship is attributed to the economically needy and meritorious students.
2. For this, the student should obtain at least 50% of marks in the previous examination (per semester) provided that there should not be any backlogs for any semester.
3. The required documents for applying Students' Aid Fund are previous semester mark-sheets, income certificate of the parent obtained through village panchayat/Mamlatdar (original copy) and copy of the college ID card. The documents need to be submitted in both original as well as photocopy.
4. In the case of First year student, the mark sheet of HSSC, income certificate of the parent obtained through village panchayat/Mamlatdar (original copy) and copy of the college ID card. The documents need to be submitted in both original as well as photocopy.
5. The candidate should not be recipient of any other scholarship from any other institute/organization.

GENERAL RULES

1. All the scholarships will be handled by the Students' Welfare Committee, a committee formed by Head of the institution.
2. The scholarship is limited to the bona-fide student of Parvatibai Chowgule College of Arts and Science (Autonomous).
3. In the case of Government Scholarship, the applications can be submitted online as per the instructions given on the Goa government scholarship portal. The copy of the same may be submitted to the college office for the record purpose.
4. The other scholarships will be announced every year on the college website. After the announcement of the scholarship the student have to download the relevant form from the



Website. The students will submit the filled form with required documents to the College office.

5. The Scholarship committee will scrutinize the form and recommend the eligible student for scholarship. The college office will announce the beneficiaries through email after the final approval from Principal.
6. The sanctioned scholarship amount will be transferred to the beneficiary account.



A handwritten signature in blue ink, appearing to read "Shalika", written over a horizontal line.

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General policy for drafting a Memorandum of Understanding

Memorandum of Understanding (MoU) is an agreement between two or more entities (preferably organizations or institutes) that have common interests or purposes and express an intent to work collaboratively.

Parvatibai Chowgule College of Arts and Science (Autonomous) intends to collaborate with academic institutions, government and non-governmental organizations, and industry. This policy document describes the scope of Memoranda of Understanding (MoU) and the procedure to be followed for proposing an MOU.

MEMORANDUM OF UNDERSTANDING is between Parvatibai Chowgule College of Arts and Science (Autonomous) and the other organization together called "the Parties".

Procedure for Approval of Proposing for an MOU

Any Department/Faculty/authority intending to initiate an MoU with any Department/Organization is required to fill-in the MoU Proposal form (Annexure A) of this policy and submit it to the IQAC for approval. The IQAC will scrutinize the relevance and merits and may ask for clarification, if needed. After the proposal is approved, the proposer will prepare MoU draft and submit to the IQAC. Subsequently, the institution will initiate further proceedings, after which the MoU can be signed by both parties.

Types of MOUs and their scope

Different types of Memoranda of Understanding (MoU) can be initiated, depending on the purpose and broad scope of the agreement.

- **Academic (collaboration with academic institutions):** These agreements between academic institutions may include research collaboration, faculty or student exchanges, guest lectures, organizing workshops and field works, offering innovative and/or interdisciplinary short-term courses, transfer of academic credits, training programmes and hosting conferences/ symposia/seminars and sharing of institutional resources.
- **Social/community (collaboration with NGO):** These agreements with non-governmental organizations may cover areas such as use of expertise, resource sharing, community engagement, research activities, awareness activities, special



camps, extension programmes, Internship for students, capacity building and shared projects addressing a common public cause.

- **Industry (collaboration with industrial partners):** These agreements with industry can provide opportunities for internships and employment for students, sharing of resources, consultancy by the faculty to industries, field experience for the students/faculty, and research funding.
- **Government (collaboration with government organizations):** These agreements may seek to collaborate with government entities and organizations to supplement their efforts by involving the student community, conducting special drives/campaigns, exploring local research opportunities, funded consultancy in the field of expertise or beyond, and research assignments to faculty.
- **Collaboration with foreign institutions:** These agreements with foreign institutions may include facilitating cultural exchange, activities under academic exchange programs (such as academic credit transfer, Twinning Programme, Joint Degree Programme and Dual Degree Programme), Faculty exchange, student exchange programme for short durations, research collaboration, organising academic and research workshops, seminars and conferences, and organizing cultural events.

Note: The MoU between the college and foreign higher educational institutions concerning academic exchange programs (such as academic credit transfer, Twinning Programme, Joint Degree Programme, and Dual Degree Programme) should be in accordance with the 'University Grants Commission (Academic Collaboration between Indian and Foreign Higher Educational Institutions to offer Twinning, Joint Degree and Dual Degree Programmes) Regulations, 2022'(Annexure B) as well as the 'Guidelines for Internationalisation of Higher Education' developed by UGC (Annexure C).

The principal and management may take a decision on a case-to-case basis if any purpose or activity listed in the MoU proposal is beyond the scope of any type mentioned in this section.

Contents of the MoU document

The following are various sections (along with a brief note) that must be included in the proposed MoU document. The contents of the final MoU can be drafted as agreed upon by the parties

- **Objectives:** The MoU should clearly state the objectives and expected outcomes of the collaboration.
- **Implementation:** The MoU should clearly identify the person(s) from each party responsible for ensuring that its objectives are met.
- **Deliverables:** The deliverables expected from the collaboration should be clearly stated to measure progress towards achieving the objectives.



- **Roles and Responsibilities of Parties:** The MOU should outline each party's roles and responsibilities in an agreement. This can include
 - a tentative broad plan of action for collaborative activities under the MOU.
 - outline of the resources needed and tentative budget subject to approval.

- **General provisions of MOU**
 - **Duration of MoU:** MoU will be in effect after both parties sign the agreement. The duration of the MoU must be stated clearly. The MoU may be extended or amended through mutually written agreement.
 - **Termination:** The MoU may be terminated at any time by either party by giving the other party written notice of the termination, preferably one month in advance, provided that the termination does not affect the completion of the program or the activity underway.
 - **Revenue Sharing and Finance:** The MoU agreement should specify the distribution of revenue and the financial obligations of each party while conducting joint activities or projects.
 - **Intellectual property rights:** The two parties shall mutually agree on all rights with regard to publications, patents, and other products generated in accordance with the MoU terms. If required, separate agreements can be made for each identifiable piece of intellectual property.
 - **Confidentiality:** All information designated as such confidential shall be kept strictly confidential by each party, and the parties shall not utilize any such information for any purpose other than that outlined in the MOU. Neither party shall disclose such information to any third party without the prior approval of the other party.
 - **Report Submission:** The parties shall submit a report on the realization of various objectives envisaged under collaboration, which may later be compiled to form an annual report of MoU activities.
 - **Amendment:** This clause needs to detail how amendments (if needed) can be made to the original MoU.
 - **Official endorsement by each party:** This section highlights the official signatories of each party during the signing of the MoU. This section also contains the names and signatures of the witnesses.





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ANNEXURE A

Proposal for MoU

- Proposed by: _____
- Department: _____
- Type of MoU (Refer to the MoU Policy): _____
- Name, contact information and address of the other party: _____

- Brief description of the other party and their work:

- Brief note detailing the need for the MoU:

- Financial implications for both parties: _____

- Expected outcome of the MoU at the end of its tenure : _____



Shalka

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Guidelines for Utilization of Budget Allocated for Student Activities

Parvatibai Chowgule College of Arts and Science (Autonomous) has over twenty two departments and it is important that there is equity in transactions across departmental students. The budget allocated towards student activities are solely for the intended purpose of enrichment of their campus experience and not to be utilized for any routine curriculum delivery.

While individual Departmental discretion in nature of the spend is encouraged, however, for the purpose of standardization, it will be important to adhere to certain guidelines on its utilization. All expenditure made from this budget will be on pre-approval basis based on detailed proposals to be submitted to the College Principal.

Based on the above, following areas of expenditure are envisaged:-

1. Expenditure is to be made solely on students of our college. Any other allied expenses such as refreshments, cash prizes, etc are to be incurred from income generated from registrations, sponsorships, etc.
2. Educational tours, field trips can be covered.
3. Must result in direct benefit to students.
4. Honorariums to resource persons based on pre-approved limits.

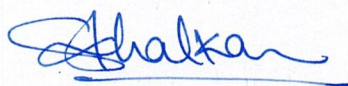


Salients guidelines for the above are placed below:-

1. Only two major events in the entire academic year are to be planned, one event per semester. The Departments that have submitted prior budgetary requirements for the same will be considered.
2. Every Department will organize only two activities of the nature webinar/ special lecture/ workshop/ seminar. Such lecture cum webinar should not be more than one per semester. Honorarium may be paid at the rate of Rs 1000/- for two hours per 2500/- for a half day.
3. Details of the subject talk and resource person should reach the Principal's office in advance along with the approval form. Resource person should be a subject matter expert in the relevant program. Recommended honorariums of resource person of Assistant and Associate Professor designations will be Rs. 1000/-, Industry experts and Professor grade 1200/-and Alumni student Rs 750/-.

4. Selection of the Resource person should be based on his /her expertise and with experience in the field. Repetition of the resource person should be avoided.
5. Departments organizing webinars without any remuneration may organize such webinars based on Department interest. No separate budget will be allocated.
6. Faculty will be entitled for maximum two seminars of State/National/International stature with duty leave and remuneration will be given as per Directorate of Higher Education (DHE) guidelines only, provided invitation letter follows with the acceptance of the paper and it should be his/her subject domain area only. Approval to that effect has to be obtained one week in advance along with the details.
Principal will be the final authority to sanction duty leave provided the event has direct significance to one's domain area/ specialization/academic pursuits.
7. Deputation of the faculties by the college for events organized by University/DHE/College etc, necessary duty leave will be sanctioned. However, No TA/DA or any other remuneration cost will be borne by the college.
8. Student activities will be as per the allocated budget. However, no budget will be spent as special prize or volunteer prize for the students. Department can announce one subject prize that can be sanctioned (max Rs.1500). Intimation of the same with details of the student chosen in the category of subject prize should be justified.
9. Sports council budget will be separate.

NOTE: Final approval of the activity will be at the discretion of Principal.



Prof. (Dr.) Sangeeta G. Sankhalkar

Officiating Principal

Date: 11.07.2023





Guidelines for Utilizing Budget Allocations for Science Department Only (Non Salary Grant)

1. Allocated budget to be spent as regular petty cash for purchase of stationary, dept practical requirements/ accessories.
2. Printing/ xeroxing facilities to be taken care from the Dept budget.
3. Science Departments to spend the budget on Chemicals/ glassware and Plastic ware.
4. Minor equipment's can be purchased from Department budget with proper tender procedure.
5. Maintenance of Department Infrastructure can be met from Department budget provided the bill does not exceed Rs. 5000/-. However prior approvals are necessary.

Prof. (Dr.) Sangeeta G. Sankhalkar

Officiating Principal

Date: 10.07.2023

