



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

REFLECTION OF EFFECTIVE LEADERSHIP INSTITUTIONAL PRACTICES

Effective leadership is reflected through various institutional processes which is deployed through decentralized and participatory governance. The College follows an effective democratic management system through participative decision making.

i) STATUTORY BODIES: Their roles and responsibilities of all statutory bodies and college committees are well defined.

1. The **Board of studies** plans academic matters viz. designing curriculum, suggesting Teaching-Learning-Evaluation modes, suggesting panel of examiners and coordinate other academic related matters. Such matters are then placed in Academic Council for scrutiny and approval of the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications as per the general procedure. Considering the objectives of autonomous colleges laid down in Goa University Statutes, SC-15.1.2, the Board of studies carried out its functions to conform to the vision of the institution. The minutes of all meetings are available on college website. Following table indicates the details of the BOS meetings.

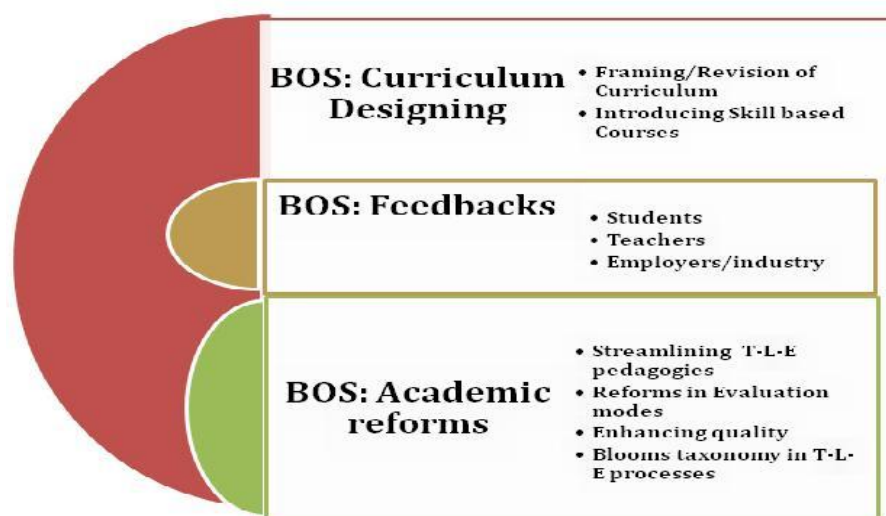


Figure 1: Summary of Works Carried Out By The Board Of Studies

2. The **academic council** scrutinizes and approves the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, regulations for sports, extra-curricular activities, recommend to the Governing Body proposals for institution of new programmes of study and advise the Governing Body on suggestions(s) pertaining to academic affairs made by it. All minutes of the meetings are uploaded on the college website.
3. **Governing Body** looks into approval of new programmes of study leading to degrees and/or diplomas as recommended by academic council. Also perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives for which the college has been declared as autonomous.

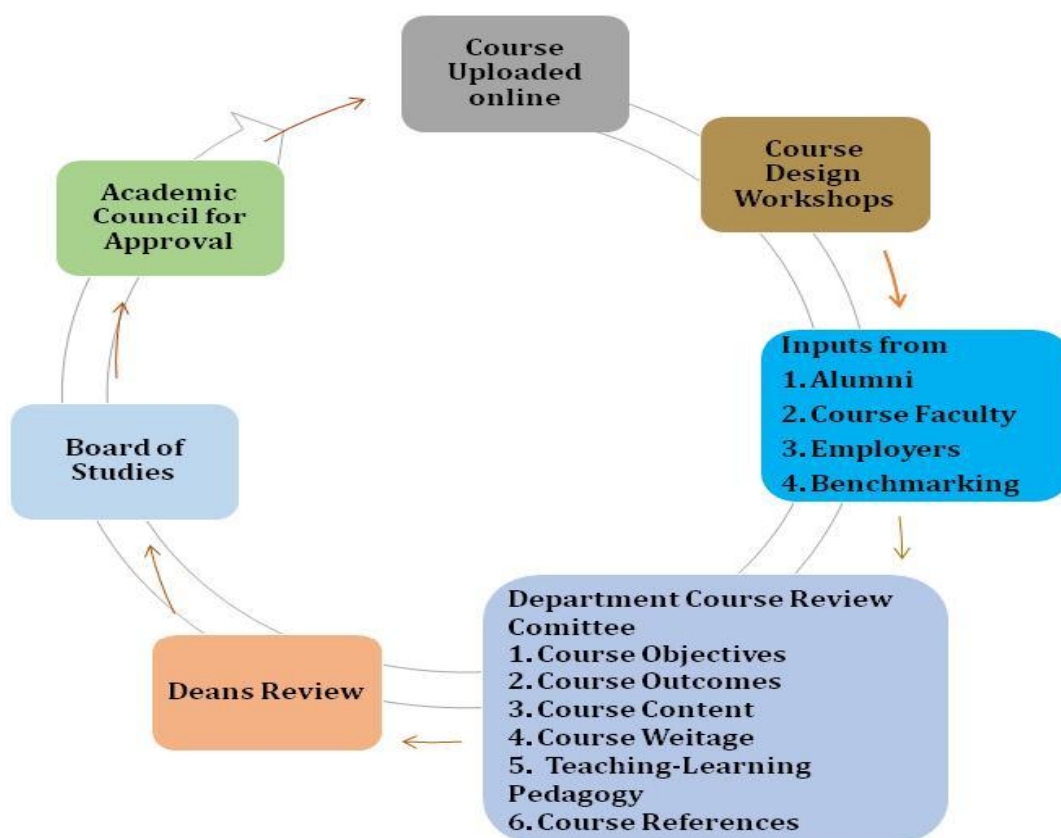


Figure 2: Workflow Of The Initiatives And Processes Of Functions

4. **Finance committee** prepares budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and Audited accounts for the above. All minutes of the meetings are uploaded on the college website

ii) ACADEMIC WORK FUNCTIONING AND MONITORING:

Academic Audit is conducted to check conformation by course faculty to the academic standards prescribed by the College. It is aimed at checking if faculty members implement/incorporate the initiatives taken by IQAC/Dean/Principal to enhance the quality of Teaching-Learning-Evaluation processes.

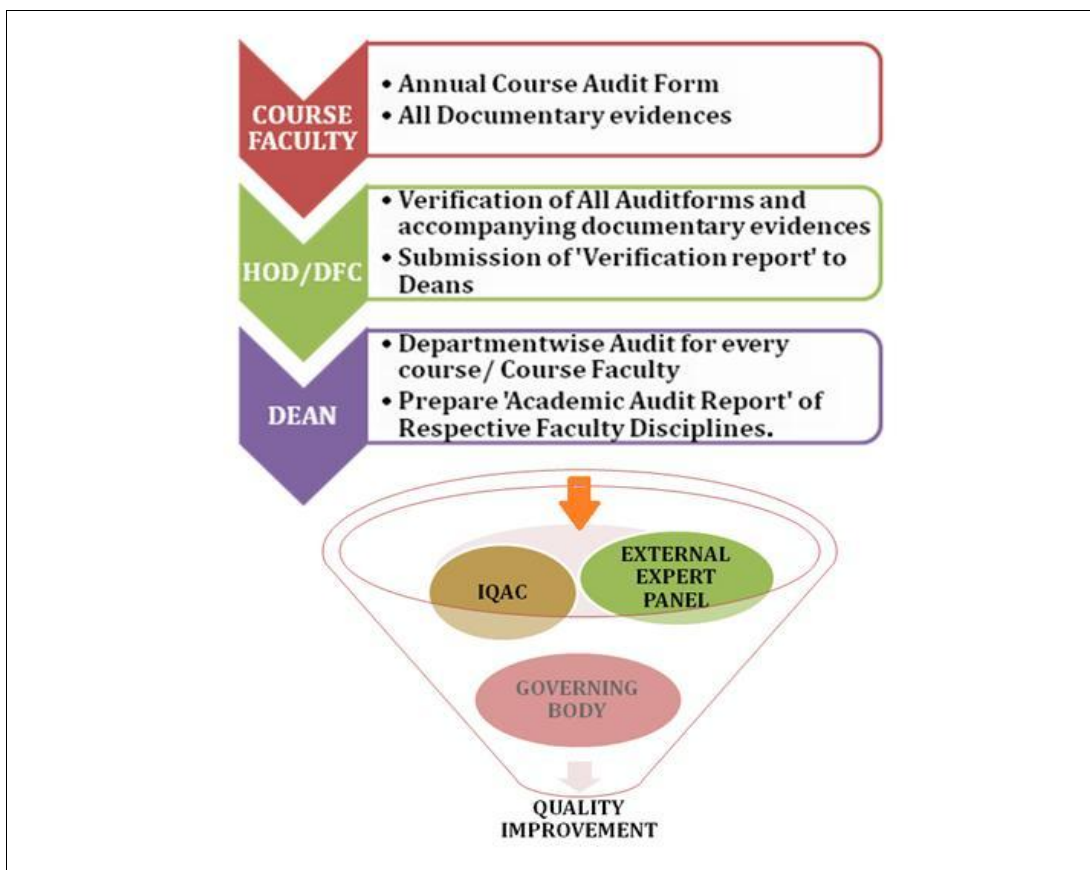


Figure 3: Academic Audit Process

Audit process reflects decentralized and participative management:

- Duly filled 'Audit Forms' are submitted Course wise by each Course faculty along with the Documentary evidences.
- Verification of the forms and evidences furnished by all Faculty members is done by Head of the department/ Department faculty council (DFC). Course wise 'verification report' and Soft copies of all audit forms are then submitted by Head of the department to Dean's office.
- Dean of respective faculty discipline schedule Audit meetings to Conduct Academic audit which involve one-to-one interaction with each faculty member department wise. After the department audit process is completed, each Dean Prepares annual report of specific Faculty discipline.
- All Deans then compile data from all four faculty disciplines, to draft annual Institutional 'Academic Audit Report'.
- 'Academic Audit Summary Report' of 'Observations and Suggestions' is made by the Deans. Dean's consolidate the report indicating observations, examples of exemplary practice, noting of areas for improvement and suggestions and then submitted to the Principal/IQAC coordinator. Academic audit report is placed before the Academic council for approval.