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

WORK DESCRIPTION OF COMMITTEE

Admission Committee

1. Guideline As per Autonomy ordinance

Autonomy Ordinance (AO) relating to the Three Years Undergraduate Degree Programmes in Arts and Science:

Degree to be awarded:

Though autonomous status is conferred by UGC, the College continues to be affiliated to Goa University and degrees will be awarded by Goa University indicating the name of the College. The following undergraduate degree programmes shall be conducted:

(a) Bachelor of Arts (B.A.)

(b) Bachelor of Science (B.Sc.)

(c) Bachelor of Vocation (B.Voc)

Duration of course:

The afore-mentioned Undergraduate Degree Courses shall each have duration of three academic years. Every academic year shall consist of two semesters.

Eligibility for admission:

The College shall adopt the ordinance OC-45.2 of Goa University with certain amendments.

AO-1: Eligibility for admission to Undergraduate Programme

Eligibility for admission to the undergraduate programme leading to the degrees of Bachelor of Arts and Bachelor of Science shall be as follows.

AO-1.1: Eligibility for admission to Semester - I and Semester - II (in the first year) B. A. course

A. To be eligible for admission to the Semester-I of the Three Year course leading to the degree of Bachelor of Arts, the candidate should have passed (i) the Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board of Secondary and Higher Secondary Education in the Arts / Commerce stream, OR (ii) the Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board of Secondary and Higher Secondary Education in the Vocational stream in the subjects notified by the University under this clause from time to time, OR (iii) Std XII (Arts) or similar examination of any another body, equivalent to Goa Board of Secondary and Higher Secondary Education, Goa, and recognized as such by Goa University.

B. A candidate satisfying the conditions laid down by the University for admission to the Semester-I course in B. Sc. / B. Com. shall also be eligible for admission to the Semester-I of B. A. course.

C. A candidate not covered under any of the above categories but desirous of seeking admission to the said course may apply to the college. However, the Principal along with the Dean of concerned Faculty and the Chairperson(s) of Board(s) of Studies of concerned subjects shall decide the eligibility.

D. A candidate admitted for Semester-I shall be deemed eligible for admission to Semester-II.

E. A student will be allowed to undertake a core course (CC) / core elective (CE) having a prerequisite only if he/she has attained at least the grade P in the specified prerequisite course/s.

AO-1.2: Eligibility for admission to Semester-I and Semester-II (in the first year) B. Sc. course

A. To be eligible for admission to the Semester-I of the three years course leading to the degree of Bachelor of Science, the candidate should have passed (i) the Higher Secondary School Certificate (Std. XII) examination conducted by the Goa Board of Secondary and Higher Secondary Education in the Science stream, OR (ii) the Higher Secondary Certificate (Std. XII) Examination conducted by the Goa Board of Secondary and Higher Secondary Education in the Vocational stream in the subjects notified by the University, under this clause, from time to time, OR (iii) Std XII (Science) or similar examination of another body equivalent to Goa Board of Secondary and Higher Secondary Education, Goa and recognised as such by Goa University.

B. A candidate not covered under any of the above categories but desirous of seeking admission to the said course may apply to the college. However, the Principal along with the Dean of concerned Faculty and the Chairperson(s) of Board(s) of Studies of concerned subjects shall decide the eligibility.

C. A candidate admitted for Semester-I shall be deemed eligible for admission to Semester-II.

D. A student will be allowed to undertake a core course (CC) / core elective (CE) having a prerequisite only if he/she has attained at least the grade P in the specified prerequisite course/s.

AO-1.3: Eligibility criteria for admission to Semester III and IV, V and VI of B.A. /B.Sc. degree programme

A. A student will be eligible to be admitted to each of the semester on completion of the previous semester.

B. A student migrating from any other recognized University may be considered for admission to Semester-III of the B. A./ B. Sc. Programs provided: (a) he/she has passed the First Year B. A./ B. Sc. examination in all subjects from that University, (b) he/she had offered at the First Year the same subjects as prescribed under Major category available under the scheme of this College, (c) he/she undertakes to successfully complete the compulsory courses prescribed by this College for Semesters-I & II, if he/she has not already done so in the previous University. Result of Semester IV examination shall be withheld if the candidate fails to fulfil this undertaking.

C. A student migrating from any other recognized University may be considered for admission to Semester-V of the B. A. /B. Sc. Programs provided: (a) he/she has passed the Second Year B. A. /B. Sc. Examination in all subjects from that University, and (b) he/she had offered at the First and Second Year the same subjects as prescribed under Major category available under the scheme of this College, (c) he/she undertakes to successfully complete the compulsory courses prescribed by this College for Semesters-I, II, III and IV if he/she has not already done so in the previous University. Result of Semester VI examination shall be withheld if the candidate fails to fulfil this undertaking.

D. Direct admission to Semester-IV and VI shall not be permitted.

E. A student will be allowed to undertake a core course (CC) / core elective (CE) having a prerequisite only if he/she has attained at least the grade P in the specified prerequisite course/s.

PROCEDURE FOR ADMISSION.

- Students will apply online.
- Merit list will be displayed and students will be called for counselling.
- Based on the counselling and availability of seat, student will be allocated seat in respective programme.
- Payment of fees ensure confirmation of admission.

ADMISSIONS: COUNSELLING BY FACULTY

- To open the application for admission.
- To inquire about aspirations based on choice of option made and the subject desired.
- To counsel on expectations and responsibilities.
- To council on confirmation of admission only on payment of full amount of fees.
- To direct any aspirants requesting for partial payment to get permission from Principal.
- Request if any for a change in option exercised or subject chosen at the time of admission to be affected only after taking endorsement from the respective HOD's.

  Eligibility:
  - Minimum of 50% in total and minimum of 50% in the theory of subject chosen.
  - To offer a language other than English (Science) if overall percentage at XIIth is less than 65%.

EXAMINATION MANUAL

PARVATIBAI CHOWGULE COLLEGE (AUTONOMOUS)

CONTENTS

1. EXAMINATION SYSTEM AND EXAMINATION CELL

The examination system described below will be applicable to all programmes, to which admissions were effected from the academic year 2018 -19.

1.1 Examination System

Each course offered could be of any of the following types:
Course with theory component only
Course with a theory and a practical component.
Project

Evaluation of the theory component of the course shall be done following any of the below mentioned assessment modes:
Only Continuous Assessments (CAs)
Continuous Assessment (CA) and Semester End Examination (SEE)
Continuous Assessment (CA) + Midterm Assessment (MTA) + Semester End Examination (SEE)
Portfolio based submission

The continuous assessment (CA), midterm assessment (MTA) and portfolio based submission shall be done by the course teachers based on the guidelines set by the Academic Council. In order to ensure that the students achieve the prescribed learning outcomes, various mechanisms of internal evaluation such as group discussion, MCQs, paper reading, presentations, quizzes, viva voce etc shall be adopted. At least three evaluations shall be conducted for each of the courses with the aggregate minimum for a pass in the theory component of the course being 40%.

The choice of mode to be followed as well as the distribution of marks lies solely with the course teacher with the approval of the concerned Head of Department.

Evaluation of the practical component of the course is to be done on a continuous basis during the regular practical sessions. There will not be any semester end evaluation of the practical component. The aggregate minimum for a pass in the practical component (if exists) of a course is 40%.

Evaluation of Project

The Head of Department shall ensure that the project work allotted to the students of the department carries on as per the schedule and reports reach the examination cell on or before the intimated date. The list of examiners (as approved by the Board of Studies) shall be submitted to the Controller of Examinations so as to schedule the date of the project.

1.2 Grievance Redressal

There will be provisions for addressing grievances at three levels:-
1. At the level of the course teacher concerned.
2. At the level of a departmental committee consisting of the Head of the Department, the Dean and the course teacher concerned.
3. At the level of the College, a committee consisting of the Principal, Controller of Examinations, Head of the concerned Department and one member of the College Grievance Committee nominated by the Principal every year.

The grievances regarding all decentralized assessments shall be filed at the first and second levels within two working days of the disclosure of the marks of the concerned assessment and the decision shall be informed to the applicant within a week.

The third level complaints applicable to the semester result shall be made within thirty working days after the publication of the semester end results and the decision shall be informed to the applicant within fifteen working days. (**Format for Grievance**)

1.3 Examination Cell

In accordance with the guidelines of the University Grants Commission to autonomous Colleges, there will be an examination cell headed by the Controller of Examinations(COE) who will be a permanent faculty appointed by the Principal on the basis of the potential of the person. The Principal of the College shall be the Chief Controller, Examinations.

The Controller of Examinations will create his/her own team with the approval of the Principal of the College. The team shall consist of deputy controllers / assistant controllers nominated depending on the quantum of work in the examination cell. Teachers working in the College shall be nominated to the examination cell for tenure of 3 years. They will continue doing their teaching work as scheduled by the College. There shall be a team of office assistants, computer programmers, data entry operators and other helpers in the examination cell.

The Examination cell will have appropriate infrastructure for generating question papers and other relevant confidential materials.

All part-time/full time functionaries of the Examination Cell shall be paid honorarium for the extra work being done by them apart from their usual work. Such honorarium shall be proposed by the finance committee from time to time and shall be approved by the Governing Body. The Governing Body may also approve the appointment of full time office staff appointed on contractual basis as recommended by the Finance Committee.

There shall be continuous and comprehensive assessment of students through continuous assessments, midterm assessment and semester end examination. At least THREE such assessments should be conducted per course per semester. Remuneration for examination work should be decided by the finance committee and should be approved by the Governing Body. In no case it should be less than that paid by the parent University for similar work.

1. 3.1 Brief Details of the Exam Committee, its Powers and Duties

The Examination Committee shall:
1.
    i. Ensure proper organization of the various assessment modes including evaluation, tabulation and declaration of the results. The assessments and the evaluations shall be carried out in such a manner as to enhance the faith and credibility in the minds of the students and the society, by being fair, rational and transparent.
    ii. Appoint examiners and paper setters from amongst the persons included in

the panels prepared by the respective Boards of Studies.

2. Undertake exercise and experiment in examination reforms.
3. In order to investigate and take disciplinary action for malpractices and lapses, the part of students, paper setters, examiners, course teachers or any others persons connected, with the conduct of examinations, the committee shall constitute a sub-committee consisting of three members, one of which shall be the Chairperson.

   The recommendations of the Sub-committee shall be placed before the Examination Committee, which take disciplinary action in the matter as deemed shall fit.
4. The Committee shall meet at least twice during the academic year and such other times as may be required.
5. The Committee shall perform such other duties and responsibilities, which is assigned to it from time to time by the Governing Body.

A. Controller of Examinations (C.O.E.)

The Controller of Examinations shall be responsible for the conduct of all examinations of the College and it shall be his/her duty to arrange for preparation, scheduling, conduct of examinations of the College and all other contingent matters connected with examinations. The Controller of Examinations in the execution of his/her office shall report to the Principal periodically on the performance of his/her duties. The Controller of Examination should take earnest efforts to see that all examinations are conducted as per the scheduled academic calendar adopted by the college.

The responsibilities of the Controller of Examinations shall include:-
1. He/she shall be responsible for the conduct of all examinations and it shall be his/her duty to arrange for the preparation, scheduling, evaluation and reporting of all examinations and for the payment of remuneration to question paper setters and examiners and all other contingent matters connected with examinations.
2. Direct superintending control over the examination cell and records.
3. Taking decision on all matters related to examinations not falling within the powers of statutory officers of the College.
4. Making necessary arrangements for the safe custody of office files connected with the conduct of examinations of the College.
5. He/she shall convene meetings and issue notices to the Boards of Examiners and committees appointed by the examination cell and conduct official communications thereof.
6. Take special care to see that secrecy and confidentiality are kept in connection with all examinations of the College.

7. Payment of remuneration and travelling allowances to question paper setters, examiners and invigilators.
8. Taking quick decisions as circumstances warrant with or without taking advice from examination cell.
9. Exercising control over the space allotted for the examination related areas including that for centralized valuation. Further he/she should ensure that the rooms, building, laboratories, stores etc are well in order / prepared to conduct the examinations.

B. Deputy Controller of Examinations

The deputy Controller of Examinations shall manage the sections allotted to him/her by the Controller of Examinations / Principal.
His / her duties shall include:–

1. **Membership in examination committee**
2. **Supervise the office staff of C.O.E.'s office and manage the assistants and other members of the cell posted to assist the office works, involving physical exertion as and when needed.**
3. **Communications at various levels of examination planning, preparation, execution, valuation, tabulation and mark list printing and distribution.**
4. **Helping C.O.E. in all his activities (finding question paper setters, examiners, actual organization and implementation of examination system)**
5. **Make sure that the forms relating to examinations are ready in time (application forms, supervision chart etc.)**
6. **Make sure that the list of remuneration chart and ready reckoner for all examination related activities are prepared in advance.**
7. **All other tasks required for the conduct of evaluation process.**

C. Assistant Controllers

The deputy Controller of Examinations shall manage the sections allotted to him/her by the Controller of Examinations / Principal.
His / her duties shall include:–

1. Preparation of examination schedules and examination calendar, in consultation with the Controller of Examinations.
2. Make sure that the question papers are ready and scrutinized before the examinations are scheduled.
3. Coordinating the conduct of assessments/examinations.
4. Tasks involved for the conduct of evaluation process.

D. Examination Assistants

It shall be the duty of the assistants to carry out all the works assigned to them by the senior officers of the examination cell. They shall be conversant with the rules and regulations necessary for carrying out their duties efficiently. They shall be responsible for:-

1. Sourcing answer booklets/mark sheets for various examinations

2. Providing assistance for the preparation of all concerned forms and registers relating to applications, question paper setting, scrutiny, valuation, tabulation, and mark list in consultation with the Controller of Examinations/Deputy Controller of Examinations.
3. Maintaining registers for inward and outward communications.
4. In charge of typing / data entry section attached to the examination cell where all examination related typing /data entry works will be carried out.
5. Ensuring timely completion of the typing/ data entry work, and ensuring its verification in consultation with the senior officers of the committee.
6. Processing of applications for registration to examinations and preparation of nominal rolls.
7. Ensuring that the question paper packets are ready for examinations.
8. Preparing a list of remuneration chart and ready reckoner for all examination related activities (question paper setters, supervisors, Central Assessment Programme (CAP), verification, preparation for special repeat examinations etc.)
9. Making arrangements for meetings related to the examination cell as and when required and ensure that the minutes are recorded.
10. Preparing mark lists, mark registers, printing of mark sheets etc.
11. Assisting the senior officers in the transit of files, communications and stationary.
12. Making sure that the examination cell is maintained neat and clean.
13. Keeping examination related records safe and maintaining their confidentiality.
14. They shall discharge duties entrusted to them by their senior officers from time to time.
15. They shall also ensure that unauthorized persons do not enter the examination section.

1.3.2 Award of Degrees

The Goa University shall award degrees to the students based on the evaluations and recommendations of the college. The degree certificates shall be in a common format as devised by the Goa University. The name of Our College will be reflected in the degree certificate.

2. PREPARATION FOR THE EXAMINATIONS

2.1 Constitution of Various Boards

The following Boards shall be constituted by the Controller of Examination (C.O.E.) with the approval of the Principal to facilitate the smooth conduct of examinations.

1. Board of Question Paper Setters
2. Board of External Examiners

2.2 Board of Question Paper Setters

In view of the decentralized approach to examinations adopted by the college, the course teacher by default is the paper setter for the course. As the paper setter, he/she is expected to submit TWO sets of question papers (verified and endorsed by the departmental council) supported by answer keys to the examination cell. The question papers will be scrutinized by the assistant controllers and ONE of them will be selected by them for use in the upcoming examination. The remaining question paper will be retained in the examination cell for future use.

2.2.1 Instructions to Paper Setters

1. Question papers should be submitted in print form as per the format specified by the examination cell. Abbreviations of any kind should be avoided.

2. In the case of question papers which are common to two or three examinations, mention shall be made of the fact in the heading itself. The marks assigned to each question shall be noted against the question concerned on the question papers except when it is stated that all questions carry equal marks. The maximum marks for the whole paper shall also be noted at the top of each question paper. Marks for sub-divisions of questions shall also be indicated.

3. All the question papers shall be complete in respect of headings and directions to candidates, if any, and in form ready for printing.

4. All the pages shall be numbered. While numbering the pages, the total number of pages shall also be indicated e.g.1/3, 2/3, 3/3 where 1, 2 etc refers to the numbers of pages and 3 the total number of pages.

5. Any special directives to candidates and instructions regarding the answering of different sections in different answer books, the number of questions to be answered or the choice amongst them shall be specific, precise and free from

ambiguity.

6. No question shall be set calling for a declaration of religious or political belief on part of the candidate.

7. Questions must be set with relation to the prescribed course of study and the books recommended by the Board of Studies of the subject and must conform to the standard and syllabi laid down by the College. Question Paper Setters shall preserve the strictest secrecy with regard to copies of text books or notes or extracts used in setting question papers, and drafts or copies of question papers shall be kept with the same care and secrecy as question papers themselves. These papers shall be destroyed as soon as the question papers are finally prepared and submitted. All the soft copies of the draft and question papers shall be deleted from the computer after submitting the same.

8. Every question shall be clear and definite in language as also in regard to the form and nature of the answer expected. The question shall not be vague or beyond the standard prescribed and shall be evenly distributed over the whole course of study and the books prescribed.

9. The papers shall be such that a candidate of decided ability well prepared in the subject can reasonably be expected to answer the paper completely within the allotted time and secure full marks.

10. The special attention of Question Paper Setters is drawn to the instruction that question papers shall be so set as to allow optional questions to be selected by the candidates. More questions shall be set than the candidates are required to answer so as to permit choice of questions.

11. Information regarding drawing sheets, squared paper, tables and charts, if any, to be supplied to the candidates may be given in the question paper itself to avoid wastage and delay. These requirements should also be furnished to the C.O.E. separately.

12. The question papers of the previous year (in the case of examinations conducted during the previous year) shall be made available to the question Paper Setters on request.

13. Questions shall not be a mere reproduction from standard text books or other question papers set for earlier examinations in this or in other institutions.

14. No Paper Setter shall undertake or shall have undertaken private tuition in the subject of his/her course for any candidate who appears for the examination in the subject concerned during the academic year immediately preceding the

examination for which he/she accepts appointment.

15. All question paper sets should reach the examination cell before the last date intimated.

2.2.2 Scrutiny of question papers

1. The questions / question papers received from the setters shall be scrutinized by the assistant controllers along with the concerned Head of Department in the examination cell confidentially.

2. The objectives of the scrutiny shall be to ensure that the questions are:
   In conformity with the prescribed syllabus and scheme of examinations
   Has maintained the required standard
   Free of typographical and grammatical errors
   Marks allotted are in accordance with the direction issued in the scheme and as per the model question paper supplied.

3. A request to the concerned paper setter to make the necessary modifications, if required, in the question papers to achieve the objectives mentioned above.

4. After scrutiny, the details of the questions / question papers received shall be entered in a register and will be sent for cyclostyling/printing.

2.4 Board of External Examiners

2.4.1 Constitution of Board of External Examiners

The panel of external examiners as per requirement for each course shall be prepared by the Board of Studies and shall be forwarded to the C.O.E. in the prescribed format. It shall consist of names in excess of the probable numbers required for each course. The panel will be in force for a period of three years.

2.4.2 Term of Appointment of Examiners
Examiners shall be appointed for odd or even semesters and shall be eligible for reappointment.

2.4.3 General Conditions for Appointment of Examiners
a) Ordinarily, a person with a minimum teaching/research experience of five years in a College or University Department is eligible for first appointment as examiner. However, this may be waived by the Academic Council in special cases.

b) For selecting new examiners, the first preference shall be given to those who have had five years or more of teaching experience and who have not been appointed so far.

c) The Academic Council shall review the panel of examiners once in 3 years. In case, any examiner is found inefficient or indulging in misconduct, malpractice, negligence or disobedience, the C.O.E. shall report the names of such persons to the Academic Council who may disqualify such persons from being examiner/ paper setter in future.

d) Appointment of examiners shall be governed by the rules and regulations framed for the purpose by the Academic Council. The appointment of examiners shall be made by the C.O.E. from the panel of examiners recommended by the Academic Council.

e) The Internal Examiner shall not decline the duty assigned under any circumstances unless exempted by the Principal on valid grounds. Teachers who decline to serve as examiners shall forth with be asked to furnish their explanation in writing for doing so and the matter may be reported to the Governing Council for appropriate action.

2.4.4 Instructions to Examiners

1. In case any member of the examiner's family or any near relative is appearing for the examination for which he/she is an examiner, the fact shall be promptly reported to the C.O.E. giving the name and register number of the candidate.

2. For exams conducted in a centralized manner, every examiner engaged in the valuation of answer books shall furnish in the prescribed form sent to him/her together with the answer books, the correct number of answer books received for valuation and return it to the examination cell after all the answer books allotted to him for valuation have been received by the examiner.

3. On completion of an evaluation, an examiner is expected to verify the papers assessed / mark entries with other faculties deputed for the same. All discrepancies should be addressed before the marks are submitted to the examination cell.

4. All examiners in a subject should do their best to secure uniformity of marking. Answers to questions and subdivisions of questions should be separately marked against them and the marks awarded to each question shall be reflected at the end of the question.

5. The evaluated answer books should be kept in the safe custody of the office of the C.O.E. for a period of one year after the publication of the results.

6. After the publication of result, photocopy of the answer books shall be supplied to the candidate on request for verification with stipulated fee fixed by the Autonomous College from time to time. In the case of practical, there will be no revaluation but there shall be provision for scrutiny of laboratory records.

7. Examiners who have sufficient reason to suspect malpractice on the part of any candidate or candidates should forthwith make all possible preliminary investigation and communicate with the C.O.E. forwarding all material evidence available. The nature and possibly the punishments inflicted for will depend largely upon the evidences furnished.

8. Attempts made by candidates or other interested persons to influence the examiners with regard to the valuation of any of the answer books shall forthwith be reported to the C.O.E.

3. CONDUCT OF EXAMINATIONS

The Controller of Examinations shall prepare the examination calendar for every academic year/ semester, well in advance, and shall publish the same in the College website. The information regarding the same shall be passed to Heads / Coordinator of all Departments.

All examinations of the year / semester shall be conducted as per the examination calendar. No separate notification shall be issued.

3.1 Issue of Time Table of the Examinations

The C.O.E. shall prepare the time table of semester end examinations in every semester, one month before the commencement of the examinations.

3.2 Registration to the Examination

a. Regular students are allowed to appear for an assessment/examination provided they fulfil the following conditions:
1) have attained the prescribed minimum attendance of the course,
2) satisfy all prerequisites of the course approved by the concerned Board of studies/Academic Council/Governing Body and any other conditions set by the college/concerned statutory authorities from time to time.

b. For repeaters, applications (in prescribed format) for repeat/retake continuous assessment / practical assessment / semester end examinations will be accepted at the examination cell on payment of the prescribed fees. These will need to be endorsed by the respective Heads of Department / respective course teacher. On receipt of the applications, the students' data will be entered into the examination system that will supplement the data of the regular students that have been acquired from the admission process. This will now constitute the entire set of students to be assessed during the ongoing semester.

The fees collected will be routed to the accounts section.

c. A list of regular students not eligible for the semester end examinations on account of attendance will be displayed on the college website.

3.3 Scrutiny of Application

3.3.1 Verification of Application

The applications shall be verified for the following:-
a) Correctness of the Application form and whether it has been correctly filled by the applicant and endorsed by the respective Head of Department / Course Teacher in case of repeat continuous assessment / practical assessment. Each

application will have to be supported by a copy of the marks statement of the previous attempt made by the student.

b) Remittance of Prescribed Fee. In case the student has missed the regular appearance at the examination on account of deputation by the college for national/international events or on account of genuine medical reasons, the fees will be waived off.

c) Application of the candidate who is not qualified as mentioned above shall be rejected and the reasons made known to the candidate.

d) A late fee will be imposed on all applications received after the due date. This will be valid for one week after the last date of acceptance of applications. Beyond this, no applications will be entertained.

e) A list of eligible candidates shall be prepared course-wise and in order of roll numbers for the purpose of recording attendance and marks.

3.3.2 Preparation of list of repeat students

A nominal roll showing the type of assessment, semester, roll number and name of the student shall be prepared for each examination and passed onto the concerned departments. The lists will be indicated as either retake or repeat.

3.4 Preparation of Answer Books

a. The main answer books and additional answer books to be supplied in the examination shall be prepared well in advance with specific format and different serial codes / Bar Codes.

3.5 Question Paper Sets

The required sets of question papers for the semester end examination shall be sought from the course teachers 15 days before the commencement of the examination in sealed covers with details regarding the name of examination, the month and year of examination, name of the course, date and time of examination and the number of copies of question papers required. A question paper statement in prescribed format shall be prepared showing the details regarding the name of examination, the month and year of examination, semester, course code and title and the number of question papers required shall be prepared by the examination cell. The statement and the entries on question paper covers shall be compared and ensured that entries are correct. The sets of question papers received will be securely maintained by the examination cell.

3.6 Display of Time Table and Instructions to Candidates

Time table and instructions to the candidates shall be prepared by the examination cell and displayed on the college website at least fifteen days before the commencement of the concerned examination. A list of eligible students will also be displayed.

3.7 Methods of Assessments

a) Unless otherwise provided for, assessments shall be conducted using the 17

methods approved by the academic council.

b) Candidates must answer question papers, except in the case of languages other than English, in English, unless otherwise stated therein.

3.8 Prohibition of Religious Belief or Profession or Political Views

No question shall be put at any examination calling for a declaration of religious belief or profession or political views on the part of the candidates and no answer given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief, profession or political views.

3.9 Instructions to the Block Supervisor

Supervision is one of the most important tasks required to be performed during the conduct of an examination. Impartial supervision helps not only to check the use of unfair means but also to keep the morale of the candidates high. A set of guidelines for the supervisors are given below.

a) Report to the Examination cell at least half an hour before the commencement of the examination.

b) Collect correct number of question booklets and answer books and ascertain that the question papers pertain to the examination scheduled for that day.

c) Candidates need to be admitted only if they have valid ID card. If not, direct them to the Chief Conductor / Additional Chief Conductor for necessary guidelines.

d) Help the candidates to locate their seats. If any of the candidates is in possession of mobiles phones, calculators, or digital diary or any other electronic equipment instruct him/her to keep them outside the examination hall.

e) Verify the identity of the candidate through the photograph on the ID card and mark the attendance of the candidates.

f) Distribute the answer book 10 minutes before the commencement of the examination and direct them to fill in the roll number and other entries in appropriate places. The supervisor shall mark the sign on the answer book after verifying that the details filled in / bar code affixed by the candidate are correct.

g) Distribute the question paper at the sound of the bell indicating the start of the exam.

h) Allow no entry of candidates once 10 minutes have elapsed since the start of the examination. This will be indicated by a warning bell.

i) Ten minutes before the closing of examination, along with the warning bell, announce 'last ten minutes' and do not allow any candidate to leave the room.

j) Collect the answer books and arrange them in the order of roll numbers and hand over the same with attendance list and unused answer books to the Examination cell.

k) No candidates shall be allowed to leave the examination hall till the expiry of half an hour after a question paper has been given out and no candidate who

leaves the room during the period allotted for the paper shall be allowed to return within that period.

l) Candidates shall be permitted to leave the examination hall only after his/her answer book is taken charge of by the invigilator on duty in the hall.

3.10 Instructions to Candidates

a) Every student is by default registered for all the ensuing examinations of the academic year for which he / she has taken admission for. However, a student is required to register for any repeat continuous assessment / practical assessment / semester end examination of a course in which he/she has not been able to attain the required credits.

b) The candidates should bring their identity cards on all days of the examination failing which they will not be admitted to the examination hall.

c) If the identity card is lost, they should immediately submit an application for a duplicate identity card to the college office,

d) The candidates should enter the examination room at least 15 minutes before the commencement of examination and shall not leave the room during the last ten minutes. A relaxation up to a maximum of 10 minutes from the start of the examination will be allowed for candidates to enter the examination hall. No candidate shall be allowed to leave the examination room before 30 minutes after the commencement of examinations.

e) No materials except, writing materials and identity cards are allowed in the examination room. Mobile phones, programmable calculators and other electronic equipment are strictly prohibited in the examination room. Logarithm tables, calculators and other drawing equipment may be allowed only if they are required for answering questions and the question paper contains a note to this effect, with the permission of the block supervisor.

f) Instances of malpractice such as copying using manuscripts, copying from other candidates, smuggling of answer books, indecent behaviour in the examination room, use of unfair means etc. are liable to be punished as per rules.

g) The candidates should write their roll numbers, name of examination etc in appropriate places in the answer books. Instructions given in the answer books and question paper should be strictly followed.

h) They should not write anything on the question paper other than their roll numbers. The last page of the main question booklet can be used for rough work.

i) Strict silence should be maintained in the examination room. Candidates are not allowed to get clarifications from other students. In case of any doubt, they can seek the help of the block supervisor.

j) They should return all answer books and unused additional sheets before leaving the room. The candidates are not permitted to leave the examinations room without the permission of the block supervisor during the course of

examination.

k) Block supervisors are instructed to refuse to answer any inquiries what so ever, relating the question papers whether an explanation of the meaning or the correction of typographical errors. Any issues related to the question paper should be settled with the concerned course teacher after the examination. In case of issues not being suitably addressed by the course teacher, students may approach the college grievance cell.

3.11 Exclusion of Candidates on Account of Disease

Any candidate shall be excluded by the Chief Conductor from an examination, on being satisfied that he/she is suffering from any infectious or contagious disease. If possible, an isolated seating could be arranged.

3.12 Exclusion of Candidates for Misbehaviour

Candidates taking an examination shall be under the disciplinary control of the Chief Conductor, and shall obey his/her instructions. In the event of a candidate disobeying instructions of the Chief Conductor / Senior Supervisors / Block Supervisor or behaving insolently towards the Chief Conductor/ Senior Supervisors / Block supervisor, without prejudice to any other action that may be taken against him/her, the candidate may be excluded from the day's examination and if he/she persists in his/her misbehaviour he/she may be excluded from the rest of the examinations by the Chief Conductor. In all such cases the matter shall be reported to the Governing Council. The Governing Council, after affording an opportunity to present his/her case may according to the gravity of the offence, ratify the action taken by the Chief Conductor/ Principal or further punish the candidate by cancelling the examination taken by him either in whole or in part or debarring him from appearing for any examination in the College for a specified period or permanently. The matter may be intimated to the Controller of Examinations for further action.

3.13 Debarring Candidates and Quashing Results

If at any time after the publication of results, it is found that a candidate was not eligible for taking the examination, as per the regulation/norms/orders issued by the College relating to the course concerned or that he/she has secured admission to the course or the examination, on production of false information in the application form or that he/she has used unfair means at an examination, the Governing Council shall have power to quash the results of the examination, taken by the candidate, and cancel the registration and / or debar him/her from appearing for any examination of the College permanently or for a specified period considering the gravity of the offence committed by the candidate, pending an enquiry into the same. In all such cases, before taking final decision by the Governing Council the candidate shall be given an opportunity to present his/her case.

3.14 Bundling of Written Answer Books

The Chief Conductor shall make sure that the written answer papers are bundled

properly immediately after the examination. The bundles should have the following details:-

a) Serial number
b) Title of the course /subject/ /Name of paper setter.
c) Date of examination
d) Number of candidates registered
e) Number of answer books in the bundle
f) Initials of a Senior Supervisor

The details of the bundles received in the examination cell shall be noted in a register with the date of receipt.

4. VALUATION OF ANSWER SCRIPTS

4.1 Valuation of Answer Script

a) The valuation of answer scripts of the semester end examinations shall be in centralized valuation camps referred to as the Centralized Assessment Programme (CAP). The valuation can be started immediately from the second day of commencement of the examination.

b) The valuations must be based on the marking scheme prepared by the question paper setter.

c) The examiners shall prepare and submit the properly prepared mark sheet after getting the valuation and mark entry verified by a fellow teaching faculty.

d) The C.O.E. shall appoint a senior faculty as a CAP director for the smooth conduct of the centralized valuation camp.

e) The CAP Director will exercise overall control of the camp and shall be responsible for the proper conduct of the valuation.

f) The Examination Cell shall maintain appropriate registers, records and accounts relating to the camp.

5. TABULATION AND PUBLICATION OF RESULTS

5.1 Tabulation Register
The whole process of calculating the final marks shall be automated using a computer application. Various verification checks will be conducted by the examination cell to ascertain the correctness of entry of marks, grant of grace/merit marks if any awarded and classification of results.

5.2 Preparation of Mark Sheet
Computerized mark sheets shall be prepared semester wise after successful completion of the semester. A consolidated mark sheet will be made available to the students on their successful attainment of the requisite credits of the programme.

5.3 Generating Result Statistics
The examination cell shall prepare a statistics of the result with details such as:-
   a) Name of examination with month and year.
   b) Number of candidates registered for the examination.
   c) Number of candidates appeared for the examination.
   d) Percentage of pass.

5.4 Publication of Results
The final approved result of the concerned semester examination shall be published on the college website.

5.5 Conduct of Retake/Repeat Examinations
A retake/repeat examination will be conducted immediately after the declaration of the semester results. This opportunity will be available to:
   a) Students who have missed the regular examination on genuine medical grounds
   b) Students who have missed the regular examinations on grounds of deputation for national/international level events
   c) Students fulfilling the attendance criteria but who have been unable to obtain a pass grade.

6. **MISCELLANEOUS**

6.1 Certificates

01. Diploma and Degree certificates are issued by the Goa University as per the act and statues of the University on the submission of the consolidated mark sheets / mark registers of the students by the College.

02. A consolidated mark sheet and a passing certificate shall be issued to the candidates after the publication of the results of the final semester examination taken by the candidate.

6.2 Register of Candidates

The C.O.E's office maintains a Register of Candidates in respect of all examinations. The register shall contain the following details:

Roll number, name and gender of the candidate, programme and year of admission, area of specialization, particulars of examination taken, results and remarks

****

College Unfair Means Inquiry Committee (CUMIC)

(A) The CUMIC shall be constituted by the Principal of the college for a term of 3 years and shall work subject to control and supervision of the Principal.

1. The College Unfair Means Inquiry Committee (CUMIC) shall be constituted with the following members:

    The Vice-Principal or a senior teacher as Chairman and two other regular teachers as members, who are also members of the College Examination Committee.

2. This committee shall investigate into cases of unfair means and malpractices reported in a manner prescribed by the college and shall recommend a course of action to the Principal.

(B) Procedure for investigating cases of unfair means:

The following procedure shall be followed for investigating the cases of candidates alleged to have used unfair means at the First Year and/or Second Year and/or Third Year B.A. and B.Sc., examinations.

1. The candidates will be served a show cause notice and made aware of the charges/allegations reported against him so as to enable him to prepare his defence at the time of this appearance before the Unfair Means Inquiry Committee. The candidate will be informed of the proposed action to be taken in his case, with a request to reply to the show cause notice as to why the action proposed under it should not be taken against him.

2. The reply received by the Committee from the candidate when he appears before it will be considered by the Committee and the final recommendation in the matter be taken and reported to the Principal for his approval.

3. The punishment finally awarded can be equal to or less than what is mentioned in the show cause notice, but not more than what is mentioned therein.

4. The College Unfair Means Inquiry Committee is a recommendatory body. The Principal has to exercise his power under Statute SB-13(iv) of the University and issue final order.

5. The broad category of malpractice and the quantum of punishment for each category thereof shall be as given in general Ordinance on malpractices i.e. OA-5.14.19 of Goa University. Besides these guidelines, each case will be examined in detail and punishment awarded on the merit of each case.

Composition (Members)

1. H.S.S. Nadkarni

2. Alberto Ian Aquino Barreto

3. Debasish Majumdar

4. Kumaresh V. C.

5. D. Prabakaran

6. Sonia Fernandes Da Costa

College Grievance Redressal Committee (CGC)

(A) The CGC shall be constituted by the Principal of the college for a term of 3 years and shall work subject to the control and supervision of the Principal.

1. The College Grievance Committee shall be constituted with the following members:

   The Vice-Principal or a senior teacher as Chairman, provided that the person is not the Chairman of CUMIC, and two other regular teachers as members, preferably not members of CUMIC and CEC.

2. In case the grievance concerns any member of the committee, the Principal shall reconstitute the committee, excluding the concerned member.

3. This committee shall investigate written complaints from the students referred to them by the Principal in the conduct of examinations and recommend a course of action to the Principal.

(B) Procedure for Investigation of Grievance by the College Grievance Committee:

1. The committee shall consider the written complaint by a student on the conduct of examination provided that (i) the complaint is submitted by the student within 15 days after the declaration of results; (ii) the complaint is accompanied with a fee of Rs.200/- (refundable if the complaint is found genuine); and (iii) the matter is referred to the committee by the Principal. The committee shall invite a reply to the allegations (if any are made by the student) from the concerned party.

2. After considering the reply of the concerned party, the committee shall recommend a course of action in writing to the Principal.

3. The Principal may inform the student about the findings of the committee and shall take appropriate action including reassessment of the said answer book. However, if the marks are reduced after revaluation of the said answer book the original marks shall be retained and the student will be informed that there is no change in his/her results.

A fine, ranging from a minimum of Rs.200/- to a maximum of Rs.500/- shall be imposed on the student complainant, if the said allegation(s) is (are) found to be a deliberate attempt at casting aspersions on the teacher(s) concerned. If the allegations are found to be genuine and the same is recorded with appropriate reasons, action shall be taken as provided under OA-5.2.6 of Goa University

Composition (Members)

Shaila Ghanti (Convener)

Debasish Majumdar

Ananya Das

Hanumant Chopdekar

Sobita Kirtani

STUDENT GRIEVANCE REDRESSAL COMMITTEES (SGRC)

Introduction:

The University Grants Commission has notified University Grants Commission (Redress of Grievances Students) Regulation 2019 vide notification No.F.No.14-4/2012 (CPP-II) dated 06/05/2019. The college is informed to implement Sl. No.5 (a) pertaining to the constitution of 'Collegiate Student Grievance Redressal Committee'

Objective/Aim:

To provide opportunities for redress of certain grievances of students already enrolled in any institution, as well as those seeking admission to such institution and a mechanism thereto.

Composition (member):

Nandkumar N. Sawant

H. S. S. Nadkarni

Alberto Ian Aquino Barreto

Devashish Bagchi

Furtado Jesus Benino (Student Representative)

Functions of the Committee:

- Attend to appeals from an aggrieved student.
- Shall make efforts to resolve the grievance within the given period after receiving the appeal from the aggrieved student.

Procedure of functioning:

- A complaint from an aggrieved student relating to any issue within the college shall be addressed to the Collegiate Student Grievance Redressal Committee (CSGRC).

- In considering the grievance before it, the CSGRC shall follow principles of natural justice.
- The CSGRC shall send its report with recommendations, if any, to the Vice Chancellor of Goa University and a copy thereof to the aggrieved student, within a period of 15 days from the date of receipt of the report.

STUDENT WELFARE COMMITTEE (Scholarships, Freeships, Prizes, Students' Aid Fund)

Aims and Objectives

AIM: The Student Welfare Committee seeks to provide support, help and guidance to the students in providing information of various awards ,scholarships and endowment prizes received by the college from different agencies and sponsors.

MOTTO :

Providing efficient , amicable quality and integral support and care to students
"WE CARE FOR YOU"

Committee Members :

Dr. Roopa S.Belurkar (Convener)
Shri.Allan Rodrigues
Ms. Madhu Balekai
Ms.Sharmila Menezes
Ms.Sangeeta More
Shri.Vasant Shirwaikar
Ms.Greta Almeida

FUNCTIONS :

The committee will update information received by it to through faculty ,emails and notices
The information received will be posted on the website on a regular basis

OBJECTIVES :

1.To ensure fair processing and disposition of the applications of scholarships received.

2.To meet regularly with the members to discuss any concerns and action as necessary.

3.To ensure that all the eligible students have applied and received the sponsorships and awards to liaison with the external agencies (sponsors) and avail the funds for the students

4. .To ensure that the prizes and awards will be awarded to the students after thorough scrutiniy and after following proper procedures

5.To provide learning opportunities for talented students to pursue their academic quest

Dr. Roopa Belurkar

Convener

Students Welfare Committee

Schedule SSA-7

SSA-7 Details regarding Functions and Procedure for formation of Students Council of the Goa University.

SSA-7 (i) Aims & Objectives

(a) To promote mutual contact, a democratic outlook and a spirit of oneness among the students of the Goa University.

(b) To promote the social, cultural and intellectual development of the students of the Goa University.

(c) To promote consciousness among the students of the Goa University of the events taking place around them with a view to better equipping them as responsible and educated citizens and to build up a healthy students movement.

(d) To promote among the students of the Goa University sense of service to the people and duty towards the state.

(e) To promote harmonious relations among all sections of the University Community, and inculcate scientific temper amongst the student community.

(f) To meet, discuss and make suggestions to the University authorities on matters concerning common interest of the students.

(g) To create awareness about eco-conservation and environment.

SSA-7 (ii) Functions of Goa University Student's Council

(a) Cultural functions i.e. organising debates, lectures, seminars, study circles, essay competitions, dramatic contests, Varsity entertainments, publications of magazines, bulletins of wall newspapers, and such other functions.

(b) Social Service Functions leading to making students better citizens by carrying out social relief-programmes in a flood or drought or any other natural calamity, organising blood donation camps, organising and running co-operatives etc. and such related functions.

(c) To help weaker sections of the student Community by organising book banks, poor students fund to provide lump sum grant or scholarships. This also entails collection of funds from outside sources to have more resources for the purpose.

SSA-7 (iii) Duties

(a) **University Class Representative**:-

1) He/She will bring to the notice of the UFR of his/her institution the problems of the concerned class.

2) He/She will hold two meetings in each term. The meetings shall be chaired by the UFR. In case UFR fails to attend such meetings he/she may be disqualified.

(b) **University Faculty Representative**:-

1) He/She will bring to the notice of the Executive Union of the students' Council the problems of the students in his/her institution which in turn will take it to the proper authorities.

2) He/She shall co-operate with the Executive Union in organising the cultural activities allotted to their institution by the GUS Council.

3) He/She shall send the proposals regarding seminars, workshops to the Executive Union.

(c) **The Chairman** should display the accounts of the Goa University Students' Council at the end of the year. For smooth conduct of the various activities, the Executive Union may appoint the Zonal Council (North & South).

SSA-7 (iv)

(a) For purpose of this statute, 'Class' means a body of students undergoing a course of instruction leading to a University examination in a Faculty e.g. classes in the faculty of Arts, Science & Commerce shall be as under:

1) First year, second year & third year of B.A./B.Sc./B.Com.

2) M.A./M.Sc/M.Com. Parts I, II and III.

(b) Each class in a faculty shall elect one representative on the electoral college of that faculty. Such a representative shall hereinafter be called "University Class Representative" (UCR).

(c) Elections for forming the Electoral College shall be held by ballot on the basis of the principle of simple majority vote.

(d) The Director of Students' Welfare shall fix and announce a date for holding election of class representatives which shall be ordinarily not later than 40 days from the commencement of the academic year. For the purposes of this clause "academic year" shall be deemed to commence on 20th June, and end of 19th June of the following year, subject to changes in the arrangements of the terms notified from time to time by the University. The Principal of a College/Head of recognised institution shall make the necessary arrangements for holding the election on the notified dates.

(e) The Electoral Roll of a Faculty in a College/Institution shall consist of all the UCRs of that Faculty in the college Institution. These UCRs within 10 days after their election shall elect one from among themselves to be a member of the Students' Council to represent the respective Faculty in the College/Institution (hereinafter called "University Faculty Representative" (UFR) in a meeting to be convened by the Principal/Head of the Institution as per the provision made hereunder. Provided that only one University Faculty Representative of a college/Institution shall be elected in case in that college/institution classes for all the years of the full-fledged course are not being conducted.

(f) The Electoral Roll of a Faculty in a College/Institution shall consist of UCRs in that Faculty in that College/Institution. The Electoral College so constituted shall elect one from among UCRs to be an UFR of that Faculty on the Students' Council to represent that college/Institution. Provided that in a college/Institution where classes for all the years of the full-fledged course are not being conducted there shall be one Electoral College of the UCRs for the entire College/Institution for the purpose of electing one UFR irrespective of the faculty to represent the entire College/Institution.

(g) The election to the Students' Council shall be held by ballot and in accordance with the system of simple majority of votes.

(h) If a student, by virtue of his/her being a student of more than one College /Institution/ Department, is elected as UFR from more than one College / Institution / Department, he/she shall at his/her option, to be exercised within 24 hours of the declaration of the results of the last elections, retain his membership as UFR from only one College / Institution / Department and relinquish his/her membership from the other or others. In such a case, the person who is next in order in terms of the votes polled in the Colleges/lnstitution/department, in respect of which the membership has been relinquished, shall ipso facto be deemed to be elected as UFR.

(i) In case, a student is contesting the election from more than one College / Institution / Department on the Students Council, he/she shall inform the Principal, Head of the College/Institution/Department concerned, and in case of election of only such students, at the time of counting a note shall be kept of the first three candidates in the order of the number of votes polled.

(j) No student shall be eligible to contest the elections to the UCRs/UFRs or member of the Executive Union of the Student's Council if he/she has completed 25 years of age on the date of scrutiny of the nomination papers. In case an elected student completes the age of 25 years during his/her term of office he/she shall cease to be a member on the Council on the day he/she attains the age of 25 years. He shall also cease to be such member if he/she fails to appear or pass at the next University Examination for which he/she was enrolled when he became a member. A student shall also lose his membership of the Students' Council if

he/she changes his/her Faculty. If such vacancy occurs during the academic year, it shall not be filled up.

(k) The name(s) of the UFRs/UCRs duly elected shall be communicated by the Principal/Head of the Institution within two days from the date of election of the UFRs to the Director of Students' Welfare of the Goa University in forms F and G respectively.

SSA-7 (v)

1. For the purpose of election of one UFR from each teaching faculty of the University, a separate electoral college consisting of one UCR in the University Department covered by the faculty in question shall be constituted.

2. The Vice-Chancellor, in consultation with the Director of Students' Welfare shall appoint any of the Heads of the Department within the respective faculties and at the respective places, as the case may be to conduct election of the UCRs within the faculty.

3. These UCRs for separate faculties within 10 days after the date of their election, shall elect one from among themselves to be a UFR, in a meeting to be convened by the Director of Students' Welfare. The result of the election shall be notified within two days from the date of election.

SSA-7(vi)

The Vice-Chancellor may nominate from amongst the UCRs not more than five member as detailed below in consultation with the Director of Students' Welfare:-

(1) One student who has made notable contribution to Sports/National Service Scheme/National Cadet Corps.

(2) One student who has made notable contribution to cultural activities.

(3) One student who has secured the highest number of marks at the degree examination taking into account all the subjects prescribed at the examination.

(4) One student each belonging to SC/ST and OBC from among the students of Colleges / Institution / University teaching departments.

SSA-7(vii)

No student failing in any of the following categories shall be eligible to contest elections or be nominated for any of the elections:-

(1) A Student who has backlog of any of the courses of earlier concerned examination (External or Internal or Departmental) OR

(2) Who has been admitted to the class from which he/she is contesting by getting the benefit of ATKT; OR

(3) A student who is repeater in a class from which he/she is contesting the elections.

SSA-7 (viii)

In the first meeting of the Student Council to be convened by the Director of Student's Welfare the student shall elect from amongst themselves the Chairman, the Secretary and seven members of the Students' Executive Union of whom at least one would be a lady student –

SSA-7(ix)

Procedure for Election of UCRs, UFRs and Members of the Executive Union of the Students Council.

(a) Notification for elections: - The Notification for election of the various UCRs shall be issued by the Director of Students Welfare within 20 days from the commencement of the first term notifying the date of elections which shall be within 40 days from the commencement of the term.

(b) The elections of the UFRs shall be held within 10 days of the date of the elections of the UCRs.

(c) The notification for the election of the members of the Executive Union of the Student's Council shall be issued by the Director of Students Welfare by giving at least 10 days notice. The election shall be held within 20 days from the date of the elections of the UFRs. In this notifications the programme of the filing of the nomination/withdrawals/scrutiny etc will be clearly indicated.

(d) The results of the elections of the UFRs and of the members of the Executive Union of the Students Council shall be declared within 2 days of their respective dates of elections.

SSA-7 (x)

(a) The Principals of the Colleges/Heads of the Institution/Director of Students Welfare or his nominee shall cause separate lists of voters for each class to be prepared and notified on the notice board. The reference date or such list of voters shall be 20th July, of the academic year concerned.

(b) The Director of Students' Welfare shall by a notification appoint the date and the places for the following stages:-

1. The nomination of candidates.

2. The scrutiny of nominations.

3. The withdrawals of candidature.

 4. The record of votes.

5. Counting of votes.

(c) On the day and during the hours appointed for nomination of candidates persons desirous of contesting the election shall file a nomination paper in Form A,B,C and D as the case may be, sign it and present it, either in person or through a representative authorised in writing in this behalf by him/her to the Principals of the respective colleges or the Head of the respective Institutions or the Director of Students Welfare or their nominees.

(d) At the time and place appointed for scrutiny of nomination the intending candidates or any other person duly authorised in writing by each such candidate shall alone be entitled to be present. The Principal/ Head of the Institution / Director of Students' Welfare shall allow such persons reasonable facilities to examine the nomination papers of intending candidates.

(e) The Principal / Head of the Institution / Director of Students' Welfare shall examine the nomination papers and shall decide all objections raised before him against any nomination either on such objection or on own motion, and after such summary inquiry, if any, as he considers necessary reject a nomination paper on any of the following grounds namely:

(1) That name of the candidate does not appear in the list of voters.

(2) That the name of the proposer and / or seconder wherever applicable does not appear in the list of voters.

(3) That on the date fixed for scrutiny of nominations the candidate is disqualified for being more than 25 years of age.

(4) That the candidate has failed to comply with any of the provisions required by these Statutes.

(f) Any candidate may withdraw his/her candidature by a notice in writing subscribed by him/her and delivered to the Principal/Head of the Institution/Director of Students' Welfare during the office hours on any working day not later than the date fixed for such withdrawals. Such notice may be delivered either by the candidate in person or by a person duly authorised in writing by him/her in this behalf. Any notice of withdrawals given after the expire of the withdrawal date shall have no effect. No person who has once given notice of withdrawals of his/her candidature shall be allowed to cancel the notice.

(g) On the expiry of the period allowed for the withdrawal of candidature, the Principal /Head of the Institution/Director of Students' Welfare shall prepare under his signature a list of all contesting candidates and cause it to be posted up at such place or places as he/she may determine on the day following the date appointed for withdrawal of the candidature.

(h) The Ballot paper shall be in Form E and shall contain all the names in alphabetical order beginning with surname. If two or more candidates bear the same and surname, they shall be distinguished by adding their fathers'/ Husbands' name.

(i) There shall be no voting by proxy.

(j) Grounds for rejection of ballot papers.

(a) The returning Officer shall reject as void any ballot paper:

1) If it bears any mark or writing by which the vote can be identified.

2) If no vote is recorded thereon.

3) If the voter has recorded more votes than he/she is entitled to 4) If the mark indicating the vote thereon is placed in such a manner as to make it doubtful to which candidate the vote has been given.

5) If it is a spurious ballot paper

6) If it is so damaged or mutilated that its identity as a genuine ballot paper cannot be established.

7) If it bears a design different from the design of the ballot paper authorised for use at the poll.

(k) Instruction regarding voting:-

(1) A ballot paper shall be issued to a voter on production of his/her identity card.

(2) The voter shall for the vote he/she gives mark a cross (X) in the column under the heading cross of the ballot paper against the name of the candidate to whom he/she intends to give a vote he/she shall then fold up the marked paper so as to conceal the marking and shall put the paper so folded into the ballot box provided for the purpose and without undue delay leave the polling room.

(3) No ballot paper should be issued to any voter:

i) If he/she is not in a position to produce his/her identity card.

ii) After the hour fixed for closing of the poll except to those voters who were present at the polling station at the time of closing the poll.

(l) Where an equality of votes is found to exist between any candidate and the addition of one vote would entitle any of the candidates to be declared elected determination of the persons as to whom such an additional vote shall be deemed to have been given, shall be made by lots to be drawn in the presence of the Returning Officer and the candidates or

their agents who may desire to be present and in such manner as the Returning Officer may determine.

(m) For the purpose of election of UCRs and UFRs, the respective Principals of the College/Heads of the Institution/Director of Students' Welfare or his nominee shall be the Returning Officer.

(n) For the purpose of elections of members of the Executive Union of the Students' Council, the Director of Students' Welfare or his nominee shall be the Returning Officer. (o) If there is any dispute or difference of opinion regarding any matter relating to the elections of UCRs, UFRs and the members of the Executive Union of the Students' Council, it shall be referred to the Registrar, who shall give his decision thereon immediately. The decision of the Registrar shall be final.

SSA-7(xi)

Rules and Procedure and Conduct of Business to be followed at the meeting of the Students' Council and the Students' Executive Union.

(a) Meeting of the Students' Council and Students' Executive Union shall be held on the University premises, unless the Director of Students' Welfare otherwise directs.

(b) One third of the Students' Council shall form a quorum for meeting of the Council. All questions shall be decided by a majority of votes of the members present at the meeting of the Council by show of hands. In the case of equality of votes the Chairman of the meeting shall have a second or casting vote.

(c) The meeting of the Students' Council shall be presided over by the Director of Students' Welfare and in his absence by the Chairman of the Council. The Director shall nominate a member of the Council to preside over the meeting of the Council in the absence of both himself and the Chairman of the Council.

(d) Before the commencement of a meeting of the Students Council, the Chairman of the meeting shall take notice of the attendance at the meeting, and if there is no quorum, the meeting shall forthwith be adjourned. The adjourned meeting shall be held on the same day and at the same place at the expiry of half an hour from the hour notified for the commencement of the original meeting. No quorum shall be required at such adjourned meeting of the Council.

(e) Such proposals or matters only as lie within the functions of the Students' Council and such other proposals or matters as are referred to them by any other authority or officer of the University shall be entertained and discussed at the meeting of the Council.

(f) The meeting of the Students' Executive Union shall be held at least twice a year and at the other times when convened by the Chairman of the Union. However, if deemed necessary, a meeting of the Union may be convened, by the Director of Students' Welfare.

(g) One third of members of the Students' Executive Union shall form a quorum for a meeting of the Union. All questions shall be decided by a majority of votes of the members present at the meeting of the Union by show of hands. In the case of an equality of votes, the Chairman of the meeting shall have a second or casting vote.

(h) The meeting of the Students' Executive Union shall be presided over by the Chairman of the Union and in his absence, by a member of the Union nominated by the Director of Students Welfare.

(i) The Director of Students' Welfare shall issue notices of the meeting of the Students' Council and the Students' Executive Union.

(j) The Secretary of the Students' Council shall record and maintain the minutes of the meeting of the Council and of the Students' Executive Union.

(k) The minutes of the meeting of the Students' Council and the Students' Executive Union shall ordinarily, be placed for the confirmation of the Council or the Union as the case may be at their immediate next meeting.

(l) Soon after the meeting of the Students' Council or the Students' Executive Union is over, the Secretary shall forward the draft minutes for the approval of the Chairman of the meeting through the Director of Students' Welfare. The approved minutes shall be sent to the members of the Council or the Union as the case may be for their information and record.

SSA-7(xii) Code of Conduct

1) All the candidates contesting the election for all posts shall have equal opportunity to campaign only within the premises of the University.

2) Use of Public Address System shall not be permitted.

3) Campaign shall be limited to the bonafide students of Goa University. Interference of Non-Students is strictly prohibited.

4) Use of threats, unfair means, pressure tactics, terrorism, kidnapping, bribing, intimidating, and indulgence in communal, regional and anti-national campaign is strictly prohibited.

5) Use of any of the above may disqualify a candidate if found guilty by the Election Officer.

6) The candidates are specially barred from utilizing funds from Political Parties or any other source than voluntary contributions from the student body for the purpose of election.

7) The maximum permitted expenditure per candidate shall be Rs. 5000/-.

8) Each candidate shall, within two weeks of the declaration of the election result, submit complete and certified by himself/ herself audited accounts to the Director of Students' Welfare. Every candidate shall submit a bio-data to the Election Officer including his/ her details of the membership of various Associations/ Organisations.

9) Disfiguring of the walls/ property of the University for the purpose of campaigning may disqualify the candidate.

10) Every contestant shall sign the undertaking that he/ she will abide by the above mentioned norms.

11) Any candidate, violating the Code of Conduct mentioned above, may be disqualified for the election if found guilty by the Election Officer.

SSA-7(xiii) Police Security for Academic Community

The staff members/ personnel involved in conducting the election shall be provided with Police protection to ensure that no untoward incident takes place during the election.

SSA-7(xiv) Grievance Redressal Mechanism:

In case of any grievance relating to the election, the candidates/students shall approach the Director of Students' Welfare.

The Director of Students' Welfare may refer to the Registrar of the University any difference of opinion with regard to the interpretation of the composition and/ or any matter concerning the activities of the Council.

The opinion of the Registrar on such reference shall be binding. However, an appeal can be made to the Vice-Chancellor against the decision of the Registrar and the Vice-Chancellor's decision shall be final and binding.

Dattesh D. Parulekar,
Director of Students Welfare,
Goa University.

Time-table Committee

1. Introduction:

Time-table committee is responsible for the preparation of the college timetable for both odd and even semesters, including non-evaluative credit timings.

2. Objective/Aim:

1. To provide timeslots and classrooms for all the UG theory courses.

2. To provide timeslots for practical sessions, if any for all UG courses.

3. To provide timeslots for non-evaluative credits for UG.

4. To provide classrooms for all PG courses.

3**. Composition (members):**

Mr. Kumaresh V. C. (Convener)
Mr. Anand Masur
Dr. Meghana Devli
Dr. Sobita Kirtani

4. **Functions of the Committee:**

To prepare the timetable twice in an academic year (odd and even semesters), taking into consideration various constraints with respect to number and size of the classrooms, class strength, choice of the courses, availability of faculty, practical timing etc.,

5. Procedure of functioning:

1. Discussion with Principal/Vice Principals for any new constraints to be considered before preparing the timetable.

2. Discussion with the HODs for the lists of electives, GEC & SEC courses offered in the respective semesters and the number of faculty available for conducting foundation courses.

3. With the inputs from point no.1 & no.2, the committee decides on the allotment of timings for all the courses offered.

4. Prepare the timeslots for the courses (both theory & practical) as per the committee's decision.

5. Allots the classrooms as per the student's strength for the course.

6. Once classrooms are allotted, the first version of the timetable is uploaded on the college Website for faculty and students to follow.

8. Allot the classrooms for the PG courses.

7. Feedback from the faculty and students are received if any issues arise, when implementing the timetable for one week.

8. Based on the feedback, the revised timetable is prepared and displayed on the college website to be followed.

9. Finally, Classroom wise utilization based on the timetable is prepared and the hardcopy is kept in the office, for faculty to reserve any unutilized room, to conduct extra/remedial lectures or assessments, etc.

College Magazine Committee

Objective: To nurture the creativity of the learners, the student community.

Functions: The committee will

- Decide on the issues and themes that will form the basis of each edition of the magazine.
- Provide editorial support to the magazine.
- Invite literary and other creative contributions.
- Arrange for competition so that the best contribution could be selected for publication.
- Provide students with some training in editorial work.

College Magazine Committee Members:

1. Roopa Belurkar (Editor)
2. Pradeep Jatal (Sub-Editor)
3. Madhavi Motankar (Advisor)
4. Carol Barreto Miranda
5. Aduja Naik
6. Andrew Barreto
7. Rakhi Amonkar
8. Wendham Gray
9. Tiger Studio

Purchase Department &Maintaining purchasing records and files

Purchasing involves a lot of paper work. Daily a number of letters, bills, quotations, notes, challans, transport receipts, parcel, Online bills, Delivery Challan, goods received notes, logistic receipt, goods receipt, inspection notes have to be dealt with. It involves a lot of clerical work.

This department has to refer to previous correspondence on purchase orders, notes, catalogues, blue prints, price lists etc. very frequently which makes it imperative to maintain records in appropriate manner. These records are essential for making the day to day purchase.

It is also an important function of the purchasing department to prepare weekly, monthly, quarterly, bi-annually and yearly reports regarding expenditures of purchasewith accounts department and send the same to top management along with details of purchases made and suggestions or improvements, if any.

A purchasing department has to fulfil the needs of other departments in the organisation. It is the function of purchasing department to work in close coordination and cooperation with other departments of the company with all procedures.

To a considerable extent, the attitude and reactions of other departments towards purchasing department extends to these other departments. Mutual trust and cooperation is essential between the purchasing department and other departments to secure high degree of efficiency.

Good relationship with the supplier has to be maintained and developed to reflect enterprise's image and goodwill. Maintaining such relations requires mutual trust and confidence which grows out of dealings between the two parties over a period of time. Worth of a purchasing department can be measured by the amount of goodwill it has with its vendors.

<u>Purchase Dept. Protocols</u>.

1.Purchase requisitions are a document used when a department or institution needs to make a purchase or an order request on behalf of their institution. It is a document that is used to inform department heads or the purchasing officer of the decision so that the purchasing department can start the purchasing process. This requisition should be given <u>20 days in advance</u>by the department so that purchase

dept. & the required dept. has sufficient time to work/plan on purchase procedures from the of purchase requisition.

The requisition should have full details of the required material. The requested dept. & purchase should work together in case of any queries in the requisition. The finance team will also use this document to coordinate reporting procedures with the accounting department as well.

HOD or an employee of a dept. should come with approved purchase requisition to purchase dept.& take a copy of the requisition after signing from the purchase head to file in the records of their own dept.

- Purchase Requisition from is to be filled by the concern dept. with full details & handed over to purchase Dept.
- Any Dept. should plan & given purchase requisition ahead of 20 Days advance limit if the quantity of required material is more; for e.g. 10,000 or 15,000 no's print of newspaper flyers.
- Any urgent requirement can be approved by the principal & material can be purchased directly without taking quotations or preparing comparative chart.

2. Source of supplyis very important to find out because in an institution there may be various types of purchases / requirements from all depts. The purchase officer should know & understand the requirement of department &proceed to the correct supplier& the best vendors at the most reasonable prices.

- Purchase officer should understand/learn the type of requested material with full details & specification of the required material from the concerned dept.

3. Quotation Comparison is done soon as the purchase officer has received& found the source of supply. in the purchase division, sources of supply will be located, a decision is then taken in respect of the method of tendering/limitation of quotations from prospective suppliers.<u>Three or more quotations</u> from different supplier should be included in a comparative statement<u>by the purchase officer</u>.

Prices are also ascertained by preparing a comparative statement with the help of either of the following documents supplied either by the supplier or taken from the previous records of advertisements, like …Catalogues, price lists, Telephonic quotations, Previous purchase records, Quotation letter or tender, letter of inquiry, Sample and related price cards, Negotiation between suppliers and the purchase department.

It is in the interest of purchasing department to keep this information up to date. Even for the items which are being purchased on a regular basis, the purchasing section should invite tenders and know full well the market price. It will ensure that prices being paid to the existing vendor are competitive.

- Purchase officer should keep in mind the deadline of 20 days & work on the comparative statement of quotation with minimum three or more quotations to meet the purchase requisition.

4.Quotation Approvalis very important from the authorised signatories of the institution_i.e. HOD, Principal/Vice Principal & Purchase HOD_. Purchasing department continuously evaluates whether it is receiving these materials at the best possible price in order to maximize profitability & try for bulk discounts. Purchasing department staff may communicate with alternate vendors, negotiate better pricing for bulk orders.

Comparison chart is to be prepared by the purchase officer in-order to check & evaluate which supplier suits the best on a given purchase requisition.

- It's the duty of purchase officer to get the quotation approved by the principal & the Head of Departments before placing order or raising Purchase Order.

5. Placing purchase Orderis the next procedure of purchase officer after a quotation is approved. Since purchase order is a legal binding between the two parties, it should always be accurate, clear and acceptable to both. The purchase order should contain the following particulars:

(a) Name and address of the supplier.
(b) Date, time and place of delivery.
(c) Quantity order
(d) Description and specifications of the material
(e) Price, discount and GST.
(f) Transport and packing charges and shipping instructions.
(g) Terms of payment.
(h) The name and address of the buyer&Department.

6. Follow up Purchase Order - One of the objectives of successful purchasing is delivery of goods at right time so as to ensure timely delivery. In normal practice, the responsibility of the purchasing department is up to the time the **material is received in the stores** and is approved by the inspection/concerned department.

Every purchasing department has the responsibility for follow-up of the orders it places on different suppliers. All items do not require extensive follow-up. For some less important and low value items follow-up would be costly and wastage of money and time only.

7. Receiving Material with proper details in Delivery Challan/Invoice from the supplier is also the responsibility of purchase department &**Stores** to check the Delivery Challan/invoice with material received. **Store/Purchase/Concerned dept.** should check that orders are accurately executed and properly filled as per terms and conditions of the Purchase Order. After checking, the Delivery Challan/Invoice should be sent to accounts department for clearing the payment to the parties concerned.

If there are any error in the bills, the purchase department can get the correction done or adjustment effected. If the invoices are checked by the stores or accounts departments, there may be some delay in attending to the errors.The aboveworking should be done within the period of 20 days from the date of purchase requisition.

8. Material Inspection is the nextstep after the material have been received from the supplier. The purchasing department should have a close contact with **Stores, or the concerned department**. As per receipt of the materials from different suppliers, they are to be inspected as per specifications indicated in the purchase order/Delivery Challan/Invoice to verify their quality and quantity.After material inspection, it's the responsibility of concerned dept. to take possession of the material for its use.

Uninspected materials are a burden on the economy of the organisation. If inspection is delayed, the payments of the suppliers also are likely to be delayed, resulting in bad relations between suppliers and purchasers.

9. Rejection / Shortagereport is very important step for **stores dept**. The following process should be followed if the material is not in conformance with any requirements of the purchase order including technical specifications. The person rejecting the goods must immediately communicate the problems and rejection in writing to the buyer.
The **Stores department** has to inform any difference in material received & material mentioned in Purchase Order. It is then Purchase department responsibility for notifying the supplier within a reasonable time after delivery. Stores has to make

arrangements to hold the rejected goods somewhere protected from damage, and taking reasonable care of rejected goods until the supplier can take possession of the goods and supply the correct material. The buyer is responsible for providing a notice of rejection letter to the supplier describing the defects that renders the delivery as incomplete to the purchase order.

If the supplier, within a reasonable time period or as stated in the purchase documents, does not remove rejected goods, the department buyer may

Ship products back to the supplier at the supplier's expense.

10. Checking Invoice– Invoice Verification marks the end of procurement, after purchase order and material receipt. Invoice posting updates all the related documents in financials and accounting.

Checking of invoice is done after having received the goods from the vendor and after having completed the Purchase order. The invoice received from a supplier is verified against cost, quantity, and quality by the ordering party, and then the invoice is posted against that purchase order.

This is the phase where the supplier (seller) is paid from the institution, then Purchase Order and Invoice is accomplished.

11. Invoice Paymentis done by the **Accounts department** after all the procedures are complete. It is a summary of the goods and services the buyer has purchased (or agreed to purchase).

An invoice can be sent after the purchase order has been agreed upon and payment has been sent. Once the invoice is agreed to, it becomes a legally binding document and indicates a debt that the buyer owes to the seller.

Accounts dept. may have its own steps to clear Invoices, this should be done on timely schedule. If Not, then it may put a bad remark on the institution.

Finance Committee

Introduction:

As per the UGC guidelines for Autonomous college, the college has to have a finance committee.

Objective:

a) Prepare budget finance as per pattern of assistance to receive grants from UGC.
b) Submission of expenditure as per the pattern of assistance.
c) Review finance (budget and expenditure) quarterly, half yearly and tri- semester.
d) Timely audit statement.

Finance Committee:

Composition of Finance Committee:

a) The Principal (Chairman)
b) One person to be nominated by the Governing Body of the college for a period of two years.
c) Finance Officer of the affiliating University.
d) One senior-most teacher of the college to be nominated in rotation by the Principal for two years.

Term: Term of the Finance Committee shall be three years.

Meetings: The Finance Committee shall meet at least twice a year.

Functions of the Finance Committee:

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

a) 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
b) Audited accounts for the above.

Library Policy

Introduction:

The library policy is designed to provide maximum benefits to the users of the Learning Resources Centre (LRC). The LRC has a collection of 46,321 items including books, reference materials, journal editions and VCDs. The LRC also has access to INFLIBNET and e-journals.

Facilities Available

- Reading Facilities.
- Referencing (Cyber)Facilities.
- Lending Facilities.
- Xeroxing and Printing.
- Research cubicles to the researcher.
- Conference room.
- Special Section- Goa and rare books.

Who can avail/use the LRC Facilities:

- Students of the College
- Faculty and Non-teaching Staff of the College
- Members of the Public

To be able to use the LRC facilities students and staff need to have a College Identity. Members of the public should apply for membership of the LRC (College Library) by filling the online form available at the Library link on the College website http://www.chowgules.ac.in and paying the required fees to the LRC.

Policies pertaining to the Use of Facilities

READING FACILITY: This facility is located on the First Floor of the LRC building. It can accommodate 40 readers at a time. The reading facility is available on first-come-first-served basis and no reservation of sitting place is entertained. This facility is available between 9.30 a.m. and 4.30 p.m. on all working days.

REFERENCING AND CYBER FACILITIES: This facility is located on the Ground Floor of the LRC building. It has work places for 99 persons at a time. Each work place has a desk with computer terminal and internet access. These work places provide seamless access to digital learning resources of the LRC as well as to the internet. Each work place is connected to the printing facility located on the Ground Floor. The reading facility is available on first-come-first-served basis. This facility is available between 8.30 a.m. and 5.30 p.m. on all working days. Online resources of the LRC can be accessed through the internet from anywhere.

LENDING FACILITY: The lending counter is located on the Ground Floor of the LRC building. Students and staff of the College can borrow up to twenty books for seven days and two VCD for five days. Members of the public can borrow up to two books for seven days and two VCD for five days. Journals and reference books are not issued out of the LRC. If books are not returned on the due date the borrowers will have to pay a penalty which is as follows

Overdue charges for a delay of up to three days are Rs. 10.00 per book. For a delay of four to Seven days, the overdue charges are Rs. 20.00 per book per day. For a delay of seven to ten days, the overdue charges are Rs. 30.00 per book. For a delay of more than thirty days the overdue charges are Rs. 100.00 per book. The overdue charges will have to be paid at the issuing counter of LRC. No complaints on the issue of overdue shall be entertained.

LOSS OF BORROWED ITEMS: If borrowers have lost any item they have to inform the Librarian immediately through email at library@chowgules.ac.in. A penalty equivalent to 150 percent of the current cost of the item will be imposed on all lost items.

BEHAVIOUR IN THE LRC: Users of the LRC should adhere to the code of conduct. Users are advised to familiarize themselves with this code which is available at the library link on the College website http://www.chowgules.ac.in.

GRIEVANCES WITH RESPECT TO THE FUNCTIONING OF LRC: All grievances /complaints with respect to the function of the library should be brought to the notice of the College authorities. You may put them on paper and drop it in the complaint box kept at the lending counter of LRC. Alternatively, you may email your grievances to the Principal at principal@chowgules.ac.in.

RESPONSIBILITIES OF THE BORROWER: The borrowers are personally responsible for their borrowings from the library. They must ensure that the material borrowed from the LRC is not misused or soiled or in any form mishandled. The ultimate liability for the penalty will lie with the borrowers.

AUTHORITY OF APPEAL: The final authority for appeal and for adjudication is the Principal.

IMPORTANT PROVISION – RIGHT TO AMMEND: The College reserves to right to amend these policies whenever the need arises.

Role of the Committee.

Meeting to be held at least two per semester.

Responsibility:-

a) Discuss budget allocation.

b) Suggestion for improvement in library.

c) Maintain records of usage of library.

d) Improve resources in library.

ParvatibaiChowgule College of Arts and Science (Autonomous)

Policy on

Prevention of

Sexual Harassment on

Campus

2019-20

I.   Policy statement:

ParvatibaiChowgule College is committed to creating and maintaining a working, living, and learning environment that is creative, productive and fulfilling. This includes ensuring that each student, teacher and non-teaching staff work together, in an environment of mutual trust, freedom of expression and dignity, free from all forms of violence, harassment, exploitation, discrimination and intimidation.

The Supreme Court of India, in a landmark judgment in April 2013 (*Vishaka& Others* vs. *The State of Rajasthan & Others*) (AIR1997SC3011) stated that "Every instance of sexual harassment is a violation of "Fundamental Rights" under Articles 14, 15, and 21 of the Constitution of India, and amounts to a violation of the "Right to Freedom" under Article 19 (1) (g)". Another Supreme Court Judgment in January 1999 (*Apparel Export Promotion Council* vs. *Chopra*) has stated that sexually harassing behaviour "needs to be eliminated as there is no compromise on such violations".

All employees, students and third parties are subject to this policy and are expected to take full responsibility and accountability in understanding, implementing, observing and adhering to the terms of this policy in their conduct with other employees, students and third parties to ensure that the objectives of the policy are achieved.

Sexual harassment will not betolerated. Acts of sexual harassment may lead to disciplinary action being taken, possibly resulting in the dismissal (of employees) or the exclusion (of students) from the college or the termination of contractual or other relationships with third parties.

The intention of the policy is to provide the students, Administration, teaching and non teaching staff with information and intervention strategies designed to make all of them aware of conduct which could constitute sexual harassment, procedures to follow if one is sexually harassed, and what consequences may follow from violation of the provisions of the Policy.

II.   OBJECTIVES OF THE POLICY:

➢ To prevent sexual harassment, and to ensure and create a safe environment in the campus.
➢ To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.
➢ Deal with cases of discrimination and sexual harassment, in a time bound manner, aiming at ensuring support services to the victim and termination of the harassment.
➢ To ensure that the victim and accused receives the necessary rehabilitation.

III.   DEFINITION OF SEXUAL HARASSMENT:

Sexual harassment is any unwelcome conduct of sexual nature. It can include verbal, nonverbal and physical conduct that ranges from sexual gestures or teasing to sexual assaults, acts of sexual violence, including domestic and dating violence, sexually motivated stalking and coerced activity. Examples include, but are not limited to the following:

o Verbal: sexual remarks, Creating and spreading rumors, comments, jokes, letters,emails communicating unwelcome stories about someone's social or sexual life, Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like, propositions or pressure for social or sexual contact.
➢ Non-verbal:

- o Displaying sexually explicit stares, gestures or suggestive pictures, including secretly video recording sexual acts or objects.
- Physical:
  - o unwanted touching, patting, grabbing, pinching, including sexual assault, exhibition of pornography, lurid stares, sounds or display of a derogatory nature, sexually motivated stalking and rape, Touching or brushing against any part of the body and the like, Forcible physical touch or molestation and Physical confinement against one's will and any other act likely to violate one's privacy and dignity.

Sexual harassment need not be intentional. The intent of the person who is alleged to have behaved improperly is not relevant to determining whether a violation has occurred. The relevant determination is whether a reasonable person similarly situated could have interpreted the alleged behavior to be sexual harassment.

The entire above definition is perceived as having the purpose and/or effect of interferingwith a student /faculty's performance or of creating an intimidating, hostile, or offensiveenvironment.

The following is also sexual harassment and is covered by the committee:

- Eve-teasing,
- Unsavory remarks,
- Gender based insults or sexist remarks,
- Threatening to post the contents or posting contents on social media including Facebook, twitter, Wat's app that will violate one's privacy and dignity.

IV.   COMMITTEE:
V.   The Committee is called as Internal complaints Committee(ICC) consists of members of the faculty, administration, service staff and

students' representatives. The members of the committee for the current academic year are:

Name	Designation	Department	Email Id
RupaliTamuly	Presiding officer	Economics	rmt001@chowgules.ac.in
SobitaKirtani	Member	Psychology	svk004@chowgules.ac.in
SuchitraBhat	Member	Computer science	srb001@chowgules.ac.in
DrAnaghaDicholkar	Member	Geography	add001@chowgules.ac.in
SidhaliKakodkar	Member	Physics	smk001@chowgules.ac.in
$Harish Nadkarni	Member	Geology	hsn001@chowgules.ac.in
$DrSachinMoraes	Member	Sociology	ssm005@chowgules.ac.in
*Mayuresh Sinai Khandeparkar	Student representative	BSC	skm003@chowgules.ac.in
*Rehmat Bi shaikh	Student representative	BA	srb010@chowgules.ac.in
*Furtado Jesus Benino	Student representative	PG	fur001@chowgules.ac.in
#AnishaFernandes	Representative from Goa State women commission	Women Commission	
#Percy Cardozo	Sangath , NGO		

Note: * student representative on the committee nominated by the Presiding officer for single academic year.

Representative from State women commission, name as send by the commission and representative from NGO

$ since it's a gender neutral policy and therefore two man representatives are appointed by the presiding officer and one man student representative.

VI.   PROCEDURE FOR REGISTERING COMPLAINTS:

➢ All complaints must be brought by the complainant in person / sent via email/ post to any member of the committee members. In exceptional cases, third party / witness complaints may be entertained. In such cases, the respective committee will ascertain whether the person alleged to have been harassed wishes to lodge a formal complaint. Once such a complaint is received, the respective committee shall proceed to investigate it as per the procedure specified.

➢ If the complainant wishes, a representative can accompany him/her.

➢ The complaint has to be filed by the employee/student within 3 months of the date of the incident.

➢ Once a complaint is filed the complainant is allowed to withdraw complain through a written letter to the committee, only in case of mutual understanding between the two parties involved.

VII.   PROCEDURE FOR INQUIRY:

➢ The inquiry has to be completed within 90 days.

➢ The inquiry report has to be issued within 10 days from the date of completion of inquiry.

➢ The employee/student is required to act on the recommendations of the committee within 60 days of the receipt of inquiry report.

➢ Appeal against the decision of the committee is allowed within 90 days of the date recommendation.

* If the complaint is found to be false, the procedure of punishment will be taken against the complainant.

The disciplinary action will be commensurate with the nature of the violation.

A. In the case of College employees, disciplinary action could bein the form of:

i.Warning

ii. Written apology

iii. Bond of good behaviour

iv. Adverse remarks in the Confidential Report

v. Debarring from supervisory duties

vi. Denial of membership of statutory bodies

vii. Denial of re-employment

viii. Stopping of increments/promotion

ix. Reverting, demotion

x. Suspension

xi. Dismissal

xii. Any other relevant mechanism.

B. In case of students, disciplinary action could be in the form of:

i. Warning

ii. Written apology

iii. Bond of good behavior

iv. Parents/Mentors involvement.(if the behavior doesn't change with the written apology)

v. Debarring entry into a hostel/ campus

vi. Suspension for a specific period.

vii. Withholding results.

viii. Debarring from exams

ix. Debarring from contesting elections

x. Debarring from holding posts such as member of Committee of Courses, membership of College union, etc.

xi. Expulsion (if the committee feels the need)

xii. Denial of admission

xiii. Declaring the harasser as "persona non grata" for a stipulated period of time

xiv. Any other relevant mechanism.

VIII. Rehabilitation:

- ➢ The respective committees will make an effort to resolve complaints through counseling and mediation if commensurate with the nature of the violation.
- ➢ It will be mandatory for the accused and the victim to go through the process of counseling, for as many sessions as the client and counselor feel necessary.
- ➢ The victim and accused will have to go through interventions or help if found necessary by the counselor and the committee.

- • Since our mentor University is Goa university, the guidelines and policy of prevention of sexual harassment of Goa university also will be applicable to Chowgule college.

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance Report (AQAR)
in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

IQAC – Vision

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) Relevant and quality academic/ research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of assessment and evaluation process;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks

b) Parameters for various academic and administrative activities of the institution;

c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters to all stakeholders;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Periodical conduct of Academic and Administrative Audit and its follow-up

j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

a) Ensure clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. Teachers to represent all level (Three to eight)

3. One member from the Management

4. Few Senior administrative officers

5. One nominee each from local society, Students and Alumni

6. One nominee each from Employers /Industrialists/Stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

*   It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

*   It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.

PARVATIBAI CHOWGULE COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)

GUIDELINES GOVERNING
RESEARCH CONSULTANCY AND EXTENSION ACTIVITIES
COMMITTEE (PCCAS-RCEA)

I. PREAMBLE:

Besides being an academic institution focusing on quality education, Parvatibai Chowgule College of Arts and Science (PCCAS), is also actively involved in research. The college has "Research, Consultancy and Extension activities" committee (RCEA), along with the Head of the institution, which looks into the planning and execution of encouraging and enhancing research amongst faculty members and students. To streamline the processes the committee has formulated policy document on "Promotion of Research'.

The research policy of RCEA-PCCAS explains the processes used to promote research on campus. The policy document highlights research policies for faculty members and students and gives the framework for development and implementation of initiatives taken to promote research at Chowgule College.

II. OBJECTIVES:

1) Promote research culture amongst teachers and students.
2) To create awareness on research related ethical requirements of the college.
3) To enhance research Publications.
4) To promote research on campus.
5) To promote community works, extension and consultancy on campus.

III. COMPOSITION of COMMITTEE:

Principal & Co-Ordinator – Dr. Nandkumar Sawant

Convenor: Dr. Nandini Vaz Fernandes

Members: 1) Dr. Ashish Desai(Co-Convener)

2) Dr. Lactina Gonsalves

3) Dr. Sachin Moraes

4) Dr. Sobita Kirtani

5) Mr. Andrew Barreto

6) Dr. Sanjay Gaikwad

III. FRAMEWORK OF EXECUTION:

1. Convener of "Research, Consultancy and Extension activities" committee (RCEA) /Coordinator of Criteria 3 component of Internal Quality Assurance Cell (IQAC), plans and monitors annual goals/specific objectives in accordance with the institutional vision and mission.

2. The RCEA plans the ways and strategies of executing the works to attain the objectives.

3. Budgetary plan and annual works related to research are presented to the Principal, by RCEA convener for approval.

4. Annual work-plan is thereafter executed by the research committee in consultation with the IQAC coordinator / IQAC Chairman.

5. Research database is maintained on the college website. It also harbors all the research related documents, Policies related for monitoring quality of research activities and ethics and other research related information.

6. The activities conducted by the research committee are presented and report is submitted for the annual AQAR of IQAC.

***

RESEARCH PROMOTION POLICY DOCUMENT

I.   AIM OF THE RESEARCH POLICY:

1) Promote research culture amongst teachers and students.
2) To create awareness on research related ethical requirements of the college.
3) To enable faculty members and students to understand the facilities provided to encourage research on campus.
4) To provide framework for availing support to carry out research.
5) Describing process of rewarding faculty and students for excellence in research.

II.   LIST OF RESEARCH POLICIES:

1. Promoting Research Culture amongst Teachers.
2. Promoting Research Culture amongst Students.
3. Policy Governing Research Ethics.
4. Submitting Project proposals to avail funding.
5. Availing Teaching assistance.
6. Applying for Research Awards.
7. Procedure for Initiating Linkages/MoUs.
8. Financial aid for Presentation / Resource person.
9. Availing Seed money for research project.

1) PROMOTING RESEARCH CULTURE AMONGST TEACHERS

1. Research portal on college website with Policy documents related to Research.
2. Special research labs and Central Research Lab available for researchers. Central Research lab is established to harbor high end research infrastructure.
3. Duty- leave sanctioned for attending conferences/workshops/seminars.
4. Faculty can avail financial assistance (Travel allowance) for presenting research paper.
5. Meetings of faculty members are conducted with Research committee for encouraging research works.
6. Guide to research funding bodies and implementation processes related to promotion of research are made available on college website.
7. Well defined process for availing teaching assistance for those who need to complete PhD work especially during time of thesis submission by writing to pccas_research@chowgules.ac.in.
8. Flexibility to ask for adjustment in timetable to make provision for time to carry out research/pursue PhD.
9. Special research section in library created to facilitate research writing and reading.
10. Instituted Certificate of appreciation and cash prize for PhD completion.
11. Instituted Research award 'Best Teacher- Excellence in Research and consultancy' to faculty with highest 03 year cumulative API scores as per UGC guidelines of Criteria 3 (Citation and cash prize).
12. Instituted Annual certificate of appreciation and Cash prize to faculty with publication in highest impact factor journal listed in web of science/ Scopus / ICI.
13. Instituted Certificate of appreciation and cash prize for felicitating State/National/International award or fellowship recipients
14. Regularly conducting workshops / seminars for teachers to promote research culture and enhance quality research.
15. College facilitates processes for obtaining PhD guideship to eligible candidates.
16. Encourage consultancy and community service projects as given in 'Consultancy Policy' of the College.
17. Encourage industry-academia research initiatives.
18. MoUs and linkages with state/national /international institutions for facilitating research.
19. Academic/research faculty exchange programmes – national and international initiated to give opportunities to faculty for conducting collaborative research.

***

1) PROMOTING RESEARCH CULTURE AMONGST STUDENTS

1. Policy documents related to Research on Website (Understanding research, how to write research report, Plagiarism policy).
2. Special research labs and Central Research lab available for students to carry ourt research. Central Research lab harbors high end research infrastructure.
3. Duty leave/TA for attending conferences/workshops/seminars/ presenting research papers granted for students.
4. Industry- Academia Guest lectures / workshops conducted for students.
5. Seed money provided for carrying out subject based research projects.
6. Prerna Divas on 28th Feb – A research poster presentation competition for presenting research findings is organized annually.
7. Three Prizes for best research papers (2018-19 onwards) instituted for faculty of Languages, Social Sciences, Life Sciences and Natural Sciences.
8. Incubation centre on campus to encourage startups – Sponsor student initiated consultancy projects / services / entrepreneurship.
9. National and International Academic/research exchange programmes initiated for students to expose students to global perspectives of learning environment and research.
10. Course on 'Research Writing' is part of the curriculum for making students understand process of research.
11. Mandatory Research project for students to understand research steps.
12. Mandatory Internships for students to understand work culture and develop soft skills.
13. Interdisciplinary research projects of students funded under STAR DBT scheme.

***

3) POLICY GOVERNING RESEARCH ETHICS

1) College has constituted 'Institutional Ethics committee' to monitor compliance of research norms and protocols.

2) The Research projects at Parvatibai Chowgule College of Arts and Science should be conducted as per the guidelines of UGC/ICMR and should fulfill ethical/legal requirements given by UGC/ICMR.

3) All researchers (Teachers / Research scholars / UG and PG Students) should obtain ethical clearance from the 'Institutional Ethics Committee' of Parvatibai Chowgule College of Arts and Science (IEC-PCCAS), before conducting any research project.

4) Duly filled Ethical Clearance application should be submitted by researchers/group of researchers to IEC-PCCAS as per guidelines given in IEC-PCCAS.

5) College has well defined 'Plagiarism Policy'

6) Researchers should avoid Plagiarism and be conversant with penalties associated with Plagiarism as indicated in the 'Plagiarism Policy' of the College.

7) Researchers are required to abide by the guidelines of Plagiarism Policy.

8) All researchers need to submit the full length paper with plagiarism check report to the 'Research committee' of the college at pccas_research@chowgules.ac.in before any research paper is communicated for Publishing/ Presentation in conference etc.

9) All authors of research papers/articles need to submit soft copy of their publications to the college repository by emailing the same to the research committee at pccas_research@chowgules.ac.in

10) College has constituted 'Institutional Academic Integrity Panel' to monitor academic integrity and penalize researchers/students/faculty members for plagiarism.

11) Researchers are encouraged to publish their research findings in peer reviewed journals listed by UGC or indexed in Scopus/Web of Science/India Citation Index.

12) Impact factors are listed in Journal Citation Reports (JCR) which may be accessed from Web of Science. Thomson Reuters site may also be used to ensure the scientific quality of a journal.

13) SCImago Journal Rank (SJR) may also be used to screen good journals.

***

4) SUBMITTING PROJECT PROPOSALS TO AVAIL FUNDING

1. Guide to funding bodies available on 'Research portal' of college website.
2. Steps to be followed for Submission of proposal:
    i. Necessary formats provided to the principle investigator on inquiry.
    ii. Submission of proposal by faculty member to Research Committee convener.
    iii. Application is evaluated by Research sub committee for recommendation / modification as per the Funding body requirements.
    iv. The proposal is then sent back to researcher.
    v. Researcher submits to Institution ethics committee for ethical clearance as per the format of IEC-PCCAS.
    vi. Final documents approved by research committee/ Institution ethics committee is submitted in office for posting.
    vii. The postage and printing cost is borne by the institution.
    viii. A copy of the same is submitted in office and to research committee for record.
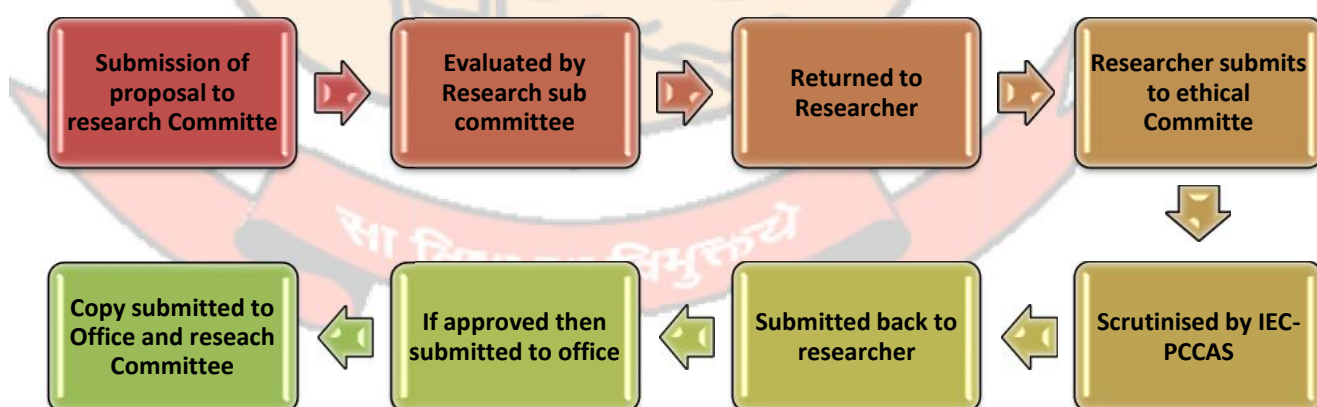
WORKFLOW OF PROCESS

***

5. AVAILING TEACHING ASSISTANCE.

1) Availing Teaching assistance:

i. Submission of proposal for availing teaching assistance by faculty member to Research Committee convener with justification.

ii. Application is evaluated by Research subcommittee for recommendation / modification / rejection as per the protocol of the committee.

iii. The financial assistance from management for the same is submitted to principal for approval.

iv. Final documents approved by research committee is submitted back to the Faculty

v. A copy of the same is submitted in office and to research committee for record.

Submission of approved copy of proposal to office and reserach committee

Meeting of Faculty member with Research subcomittee for scrutinining application/proposal

Submission of Application for Teaching assistance (office)

WORKFLOW OF PROCESS

***
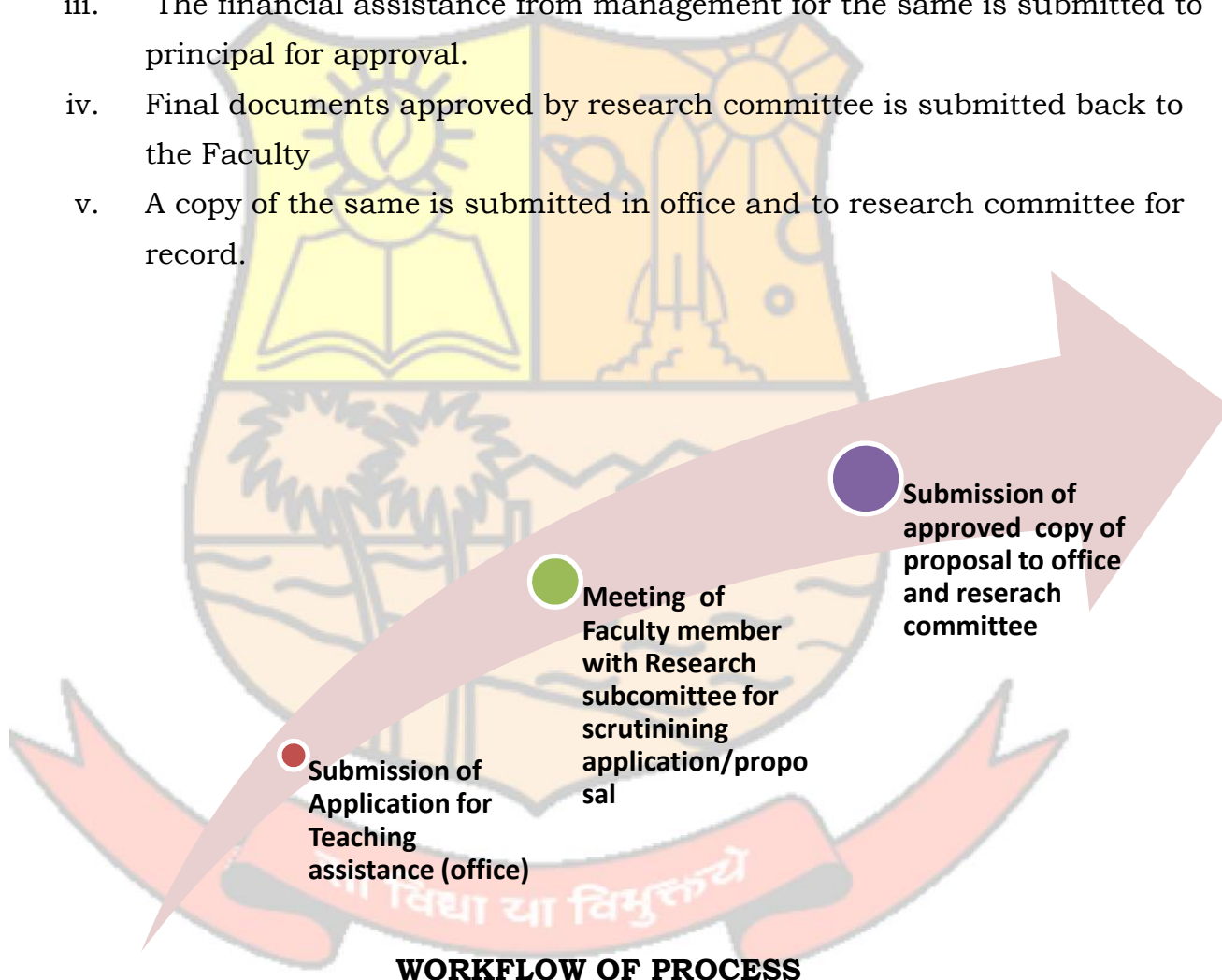
7. APPLYING FOR RESEARCH AWARDS.

a) Founder's Day Cornerstone Award: Best Teacher – Excellence in research

i. Applications are sought in the month of august every year in a prescribed format (Format emailed to Faculty members every year).

ii. The format prepared is based on the Criteria III of the Academic performance Index of Point based appraisal system of UGC.

iii. Applicant has to furnish data of three consecutive years.

iv. The applications are scrutinized by an 'Award scrutiny Committee'.

v. The applicant with the highest cumulative score is selected as the awardees for that year.

vi. The recipient is awarded Cash prize, Certificate and Plaque with citation.

vii. The recipient is not eligible for application of the award for minimum 02 years.

b) Certificate of appreciation for quality research:

With an objective to promote quality research, certificate of appreciation and cash prize was instituted. The following category of felicitations is instituted for faculty members:

1) Research publication with highest impact factor (Web of Knowledge).

2) Authoring Book with ISBN.

3) Felicitation of PhD Awardees.

4) Felicitation of PhD Guide on award of PhD to student.

6) Recognition of faculty with International collaborative projects or funding / Post doctoral Fellowships / Patents /Recipient of Awards.

- The data on the same will be obtained from 'Principal's monthly report'.
- The eligible candidates will be scrutinized by Research Committee to finalize the recipients.
- The selected recipients will be felicitated on 5th September every year.
- The faculty members will be felicitated with certificate of appreciation and cash prize.

***

7) PROCEDURE FOR INITIATING LINKAGES/MOUS.

1. College has well defined format for MoUs between institutes which has provision of stating the objectives and action plans.
2. The collaborating faculty from both institutions along with the Principals of both associating institutions has to sign the agreement.
3. The college organizes review meetings to report the activities conducted under the aegis of MoU and discuss the future annual plan.

8) AVAILING FINANCIAL ASSISTANCE FOR PAPER PRESENTATION / RESOURCE PERSON:

1. The faculty will be granted duty leave to present paper or attend seminar/conference as invited speakers.
2. The registration fee paid towards the same may also be reimbursed. However prior permission for the same needs to be approved by the principal.
3. College Format for availing financial assistance for the same needs to be submitted to the office along with copy of letter of approval of principal, Certificate of paper presentation/ attendance, Travel bills.

9) AVAILING SEED MONEY FOR RESEARCH PROJECT:

1. College provides seed money for conducting preliminary work /pilot study required to be done for writing research proposal.
2. Seed money is also made available to purchase minor equipments / chemicals not provided by funding body.
3. The investigator needs to apply for the same in a prescribed format of the college to principal for approval.
4. Application is evaluated by Principal / Research subcommittee for recommendation / modification / rejection as per the protocol of the committee.

Convener
Research Committee (RCEA-PCCAS)

Principal   **Vice President**
Parvatibai Chowgule College   Parvatibai Chowgule College

***

PARVATIBAI CHOWGULE COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)

CONSULTANCY POLICY AND GUIDELINES

I. PREAMBLE:

Parvatibai Chowgule College of Arts and Science encourages its faculty members to undertake Consultancy and other similar work provided there is no conflict with the objectives of the College .The purpose of this Policy is to lay down the principles and procedures governing Consultancy and other Services . This policy is prepared as per the UGC guidelines and as per statues of Goa University governing consultancy.

II. OBJECTIVES OF THE POLICY

a) To facilitate faculty members of the College to take up consultancy.

b) To provide opportunity for Teachers/staff to extend their professional expertise to Industry/Organization thereby helping the College achieve its mission of knowledge transfer to improve the local and regional economies.

c) To optimise the use of infrastructure and facilities available in the college.

d) To facilitate revenue sharing between Institution and consultant-teacher

e) Provide opportunities to the students to work on real time projects as interns or as paid researchers.

III. DEFINITIONS

- "Policy" means this Policy on Consultancy and other Outside Services.

- "Consultancy" means generally the application of existing knowledge, expertise and skills, and includes other activities which are analogous to consultancy activities such as business partnership or ownership, external appointments, and includes teaching commitments undertaken outside the College.

- "Individual Consultancy" relates to service rendered to an Industry/Organization or work done for them by the faculty member in his/her individual capacity.

- "Institutional Consultancy" relates to service rendered to an Industry/Organization or work done for them, by an Individual/Group /Department on behalf of the College. The Principal Consultant/Investigator shall be identified/approved by the in consultation with the Head of Department/Dean /Senior teacher.

- "Outside Services" means the other ancillary and occasional use of a Member of staff's expertise and knowledge that is normally expected of academics, such as guest lecturing, presentations at conferences, serving on scientific advisory boards, research councils or other professional associations, or performing charitable and community work.

- "Authorizer" means the approval body, in this case the Principal or any member appointed by the principal

- "Department" means the any academic and non academic department listed by the college.

- "College" means PARVATIBAI CHOWGULE COLLEGE (AUTONOMOUS) MARGAO- GOA in this context, as an appropriate entity for the conduct of Consultancy activities.

IV. VARIETY OF CONSULTANCY SERVICES:

Faculty may offer variety of consultancy services such as Feasibility Studies; Technology Assessments; Assessment of Designs, Environmental and Manpower Audits; Product Design; Process Development; Software Development; Vision and strategy statement; Testing & Evaluation services; Standardization and Calibration services; Impact Assessments; Training sessions as a consultant and such other services.

V. APPLICATION OF THE POLICY

This Policy is applicable to all the faculty members and support staff of the College.

VI. IMPLEMENTATION AND PROCEDURES

a) All consultancy projects should be carried out with due approval from the Principal.

b) The individual consultancy services shall be undertaken by the concerned teacher with the permission of Principal or a person authorized by him

provided that the problem referred to the staff member concerned, falls within the purview of his/her specialty or is closely related to his/her normal work in the Department/College. Any request in this regard shall ordinarily be decided within two weeks of receipt of the request.

c) The concerned teachers may be permitted to undertake consultation services, provided that they do not affect their ongoing academic, research and related activities or other duties which may be assigned to them by the College. Any request for an additional consultation may be examined on merits of the case by the Principal and decided thereupon.

d) Consultancy projects may be initiated by requests / enquiries from the industry/organisations/institutes directly to the College or by discussion between the industry and the individual faculty member. When the enquiry is directly received by the College, the work shall be assigned to a specific teacher or group of teachers, depending on their expertise, and existing commitments, by the Principal in consultation with the Dean of the concerned Faculty and the Head of the Department, or a senior teacher in absence of Head of the Department. However, in case the client prefers the services of a specific faculty member, the assignment may normally be assigned to the identified person.

e) The Individual faculty member/group of members who has undertaken the consultancy assignment will be solely responsible for the execution and completion of the task within the stipulated time agreed in the agreement signed by the college and the external party.

f) Every consultancy project shall have a 'Principal Consultant' who shall be a permanent teacher in the service of the College, as appointed/nominated by Principal.

g) In case of joint consultancy, prior permission shall be taken from Principal, as the case may be, for appointing personnel who are not permanent employees of the College.

h) Students who are willing to work on consultancy projects may be permitted, provided it does not affect their academic commitments and performance. The work carried out by such students can be compensated by suitable honoraria/internship hours/certificate.

i) It shall be the duty of the principal consultant/faculty identified by the principal consultant, to submit a report of every consultation work undertaken, to the Principal latest by 31st March of every year.

VII. APPLICATION FOR APPROVAL

While applying for the permission to undertake consultancy, the concerned teacher/Department shall provide the following details:

(a) Name and address of the client / organization.

(b) Title of the consultancy service.

(c) A brief description of the work to be done.

(d) Names of the staff members and other outside experts who may be involved in giving their consultancy.

(e) Whether the consultancy shall make use of any University/College facilities such as equipment or laboratory.

(f) An estimate of the charges proposed to be recovered from the client under the following heads:

(i) Details of expenses to be incurred.

(ii) Honoraria to consultant(s), staff of laboratory and others.

(iii) Cost of materials used in carrying out consultancy.

(iv) Computer charges.

(v) Charges for use of laboratory equipment and instruments.

(vi) T.A./D.A. for visits to sites.

(vii) Administrative/overhead charges to be paid to the University/College.

(viii) Miscellaneous.

In specific cases where the consultancy fee is predetermined and the above expenses are not claimed from the client, then the same will have to be deducted from the consultancy fee received before sharing the revenue by the consultant and college.

VIII. CONSULTANCY FEE:

a. The consultancy fee shall depend upon several factors such as time spent, importance of the advice and the experience of the teacher, client's willingness to pay.

b.   The Principal Consultant, while estimating the Consultancy Fee chargeable to the client, shall consider the amount payable to the other consultants, staff and students(inclusive of point 'f' of VII).

c.   Remuneration shall be paid to the teacher and other personnel as per the norms of MoU/Agreement and on the recommendation of the Principal Consultant with approval from Principal.

IX. REVENUE SHARING:

All honoraria received for consultation work shall be shared between the 'College' and the 'Consultant' as indicated below or as specified by the UGC from time to time.

(a) The 'Net revenue' (Consultancy fees minus expenditure incurred by college) generated through the consultancy will be shared by the consultant and the college.

(b) Out of the total honorarium for the consultancy, an amount upto 30% of the gross salary (basic salary + grade pay + DA + TA) of the consultant, shall be paid exclusively to the consultant.

(b) The amount exceeding 30% of, and upto, the gross salary of the consultant, shall be shared in the ratio of 70:30 between the consultant and the University/College respectively.

(c) The amount exceeding the gross salary of the consultant shall be shared equally between the consultant and the University/College.

(d) In case of joint consultancy work, the share of honoraria between the concerned consultants shall be by a prior mutual agreement or understanding between them.

Illustration 1:

If Gross Salary of Teacher/staff is 2,00,000/- and if amount received for consultancy is 1,00,000/-

- 30% of salary (2,00,000) = Rs. 60,000/-
- 70% of salary (2,00,000) = Rs. 1,40,000/-
- Of the 1,00,000 Consultancy fee distribution will be:
  - ➢ Part 1: Money received equivalent to first 30% of salary = Rs. 60,000/-
  - ➢ Part 2: Money received equivalent to next 70% of the Salary = Rs. 40,000/-
  - ➢ Part 3: Money received beyond the salary = Nil

➢ Revenue sharing:
  ➢ Part 1 Rs. 60,000/- (100% for teacher).
  ➢ Remaining Rs. 40,000 (within 70 % of the gross salary): so sharing is 70:30 between teacher: college.
    • 70% of Rs. 40,000/- = Rs. 28,000/- (for Teacher/staff)
    • 30% of Rs. 40,000/- = Rs. 12,000/-(for College)
➢ Total income for teacher = 60,000 + 28,000 = Rs. 88,000/-.
➢ Total income for College = Rs. 12,000/-

Sr no.	Calculation	Consultancy fee	% of Revenue sharing	Share of consultant	College Share
1	Money received equivalent to first 30% of salary (upto Rs.60,000/-)	60,000/- Of 1,00,000/-	100% for Teacher	Rs.60,000/-	Nil
2	Money received equivalent to next 70% of the Salary (upto Rs. 1,40,000/-)	40,000/- of 1,00,000/-	70: 30 Teacher: College	Rs.28,000/-	Rs.12,000/-
3	Money received beyond the salary (above 200000)	Nil	50:50 Teacher: College	--	--
	Total Amount	Rs. 1,00,000/-		Rs.88,000/-	Rs. 12,000/-

Illustration 2:

If Gross Salary of Teacher/staff is Rs. 2,00,000/- and if amount received for consultancy is 3,00,000/-

• 30% of salary (2,00,000) = Rs. 60,000/-
• 70% of salary (2,00,000) = Rs. 1,40,000/-
• Of the Rs. 3,00,000 Consultancy fee distribution will be:
  ➢ Part 1: Money received equivalent to first 30% of salary = Rs. 60,000/-
  ➢ Part 2: Money received equivalent to next 70% of the Salary = Rs. 1,40,000/-
  ➢ Part 3: Money received beyond the salary = Rs. 1,00,000/-
• Revenue sharing:
  o Part 1: Rs. 60,000/- (entirely to teacher)
  ➢ Part 2: Money received equivalent to next 70% of the Salary = Rs. 1,40,000/- sharing is 70:30 between teacher: college.
    ▪ 70% of Rs. 1,40,000/- = Rs. 98,000/- (for Teacher/staff)
    ▪ 30% of Rs. 1,40,000/- = Rs. 42,000/-(for College)
  ➢ Part 3: Money received beyond the salary = Rs. 1,00,000/- sharing is 50:50 between teacher: college.
    ▪ 50% of Rs. 1,00,000/- = Rs. 50,000/- (for Teacher/staff)
    ▪ 50% of Rs. 1,00,000/- = Rs. 50,000/-(for College)
➢ Total income for teacher = 60,000 + 98,000 + 50,000 = Rs. 2,08,000/-
➢ Total income for College = Rs. 92,000/-

Sr no.	Calculation	Consultancy fee	% of Revenue sharing	Share of consultant	College Share
1	Money received equivalent to first 30% of salary (upto Rs.60,000/-)	60,000/- of 3,00,000/-	100% for Teacher	Rs.60,000/-	Nil
2	Money received equivalent to next 70% of the Salary (upto Rs. 1,40,000/-)	1,40,000/- of 3,00,000/-	70: 30 Teacher: College	Rs.98,000/-	Rs.42,000/-
3	Money received beyond the salary (above 200000)	1,00,000/-	50:50 Teacher: College	Rs.50,000/-	Rs.50,000/-
	Total Amount	Rs. 1,00,000/-		Rs.2,08,000/-	Rs. 92,000/-

Illustration 3:

If Gross Salary of Teacher/staff is 50,000/- and if amount received for consultancy is 1,00,000/-

- 30% of salary (50,000) = Rs. 15,000/-
- 70% of salary (50,000) = Rs. 35,000/-
- Of the Rs. 1,00,000 Consultancy fee distribution will be:
  - ➢ Part 1: Money received equivalent to first 30% of salary = Rs. 15,000/-
  - ➢ Part 2: Money received equivalent to next 70% of the Salary = Rs. 35,000/-
  - ➢ Part 3: Money received beyond the salary = Rs. 50,000/-
- *Revenue sharing:*
  - o Part 1: Rs. 15,000/- (entirely to teacher)
  - ➢ Part 2: Money received equivalent to next 70% of the Salary = Rs. 35,000/- sharing is 70:30 between teacher: college.
    - ▪ 70% of Rs. 35,000/- = Rs. 24,500/- (for Teacher/staff)
    - ▪ 30% of Rs. 35,000/- = Rs. 10,500/-(for College)
  - ➢ Part 3: Money received beyond the salary = Rs. 50,000/- sharing is 50:50 between teacher: college.
    - ▪ 50% of Rs. Rs. 50,000/- = Rs. 25,000/- (for Teacher/staff)
    - ▪ 50% of Rs. Rs. 50,000/- = Rs. 25,000/- (for College)
  - ➢ Total income for teacher = 15,000/-+24,500/- + 25,000/- = Rs. 64,500
  - ➢ Total income for College = Rs. 10,500/-+25,000/- = Rs. 35,500

Sr no.	Calculation	Consultancy fee	% of Revenue sharing	Share of consultant	College Share
1	Money received equivalent to first 30% of salary (upto Rs. 15,000/-)	15,000/- Of 1,00,000/-	100% for Teacher	Rs.15,000/-	Nil
2	Money received equivalent to next 70% of the Salary (upto Rs. 35,000/-)	35,000/- of 1,00,000/-	70: 30 Teacher: College	Rs.24,500/-	Rs.10,500/-
3	Money received beyond the salary (above 50,000)	50,000/- of 1,00,000/-	50:50 Teacher: College	Rs.25,000/-	Rs.25,000/-
	Total Amount	Rs. 1,00,000/-		Rs.64,500/-	Rs. 35,500/-

Illustration 4: If Gross Salary of Teacher/staff is 50,000/- and if amount received for consultancy is 3,00,000/-

- 30% of salary (50,000) = Rs. 15,000/-
- 70% of salary (50,000) = Rs. 35,000/-
- Of the Rs. 3,00,000 Consultancy fee distribution will be:
    - ➢ Part 1: Money received equivalent to first 30% of salary = Rs. 15,000/-
    - ➢ Part 2: Money received equivalent to next 70% of the Salary = Rs. 35,000/-
    - ➢ Part 3: Money received beyond the salary = Rs. 2,50,000/-

- *Revenue sharing:*
    - o Part 1: Rs. 15,000/- (entirely to teacher)
    - ➢ Part 2: Money received equivalent to next 70% of the Salary = Rs. 35,000/- sharing is 70:30 between teacher: college.
        - ▪ 70% of Rs. 35,000/- = Rs. 24,500/- (for Teacher/staff)
        - ▪ 30% of Rs. 35,000/- = Rs. 10,500/-(for College)
    - ➢ Part 3: Money received beyond the salary = Rs. 2,50,000/- sharing is 50:50 between teacher: college.
        - ▪ 50% of Rs. Rs. 2,50,000/- = Rs. 1,25,000/- (for Teacher/staff)
        - ▪ 50% of Rs. Rs. 2,50,000/- = Rs. 1,25,000/- (for College)
    - ➢ Total income for teacher = 15,000/- + 24,500/- +1,25,000/- = Rs. 1,64,500/-
    - ➢ Total income for College = Rs. 10,500/-+1,25,000/- = Rs.1,35,500/-

Sr no.	Calculation	Consultancy fee	% of Revenue sharing	Share of consultant	College Share
1	Money received equivalent to first 30% of salary (upto Rs. 15,000/-)	15,000/- Of 3,00,000/-	100% for Teacher	Rs.15,000/-	Nil
2	Money received equivalent to next 70% of the Salary (upto Rs. 35,000/-)	35,000/- of 3,00,000/-	70: 30 Teacher: College	Rs.24,500/-	Rs.10,500/-
3	Money received beyond the salary (above 50,000)	2,50,000/- of 3,00,000/-	50:50 Teacher: College	Rs.1,25,000/-	Rs.1,25,000/-
	Total Amount	Rs. 1,00,000/-		Rs.1,64,500/-	Rs. 1,35,500/-

X. DISBURSEMENT

(a) Consultant Fees may be disbursed upon completion of the job and after receipt of Completion certificate from the Principal Consultant and submission of the consultancy completion report.

(b) In case of long duration consultancies entailing advance payment of instalments linked to milestones, partial disbursements may be made in accordance with the agreement upon submission of phase-wise completion certificate by the Principal Consultant and/ or as detailed in the MoU/Agreement.

XI. SHARING OF HONORARIUM:

The share of honorarium received by the University/College may be credited to a separate General Fund and 50% of this honorarium shall be allotted to the consultant for the department work.

XII. EXCLUSIONS:

The following shall not be construed as consultancy work for the purpose of regulating and sharing the consultation fee received by a teacher:

(a) Examinership, honorarium for staff recruitment process, lectures and other related work from recognized Universities and Research Institutions, Statutory Bodies, autonomous bodies of Public Sector undertakings, wholly or substantially owned or controlled or funded/subsidized by Government.

(b) Awards/prizes in recognition of academic achievement;

(c) Writing of papers, articles, review of articles to journals, royalties from books and monographs, committee work, and delivering occasional lectures on literary, cultural, artistic, technological and scientific subjects; and

(d) Participation in theatre, dance and music performances as well as participation/organization of art exhibitions.

(e) Participation in/organization of sports, games and athletic activities as players, referees, umpires or managers of the teams.

(f) Revenue generated from organization of conferences/workshops.

XIII. CONFLICT OF INTEREST:

- Consultants shall inform the Dean / Head of the Department or the Senior teacher in case of absence of Head of the Department, in writing, the existence of any relationship between him/her and the client funding the consultancy project, or any vendor to whom payments are to be made from the project funds, or any scope for potential disproportionate self-gain.

- The Dean/ Head of the Department/Senior teacher, in case of absence of Head of the Department shall review such cases and decide appropriately, with the advice of a committee constituted by Principal, to ensure that no conflict of interest exists and that such an involvement by the consultant does not adversely affect the consultant's objectivity, integrity or commitment to the College.

XIV. RESTRICTION/MISUSE OF COLLEGE NAME:

Consultants shall not use the College name or the fact that they are affiliated with the College, in a manner,

(a) That suggests that the College approves or disapproves of a product or service provided by a profit/non-profit/governmental entity or

(b) That suggests that the College has issued consultancy findings when it has not done so, or misleadingly states the results of the consultancy findings that may be interpreted to communicate the official position of the College on any issue of public interest.

XV. LIABILITY:

(a) In case any legal dispute arises at any stage of consultancy between the consultant(s) and the sponsor, or with any person/organization, the Principal consultant shall be responsible for settlement of the dispute.

(b) The College shall have no responsibility for the advice or assistance given by the consultant to the party concerned.

(c) All legal actions shall be subject to jurisdiction of courts at Panaji, Goa.

Convener
Research Committee (RCEA-PCCAS)

Principal   **Vice President**
Parvatibai Chowgule College   Parvatibai Chowgule College

***

PARVATIBAI CHOWGULE COLLEGE, MARGAO-GOA
LIST OF COMMITTEES
2019-2020

The following are the committees for the academic year 2019-20

1. Admission Committee
2. Examination Committee
3. College Unfair Means Inquiry Committee (CUMIC)
4. College Grievance Redressal Committee (CGC)
5. Collegiate Student Grievance Redressal Committee (CSGRC): (As per DHE circular dt. 18/7/2019)
6. Students' Welfare Committee (Scholarships, Freeships, Prizes, Students' Aid Fund):
7. College Election Committee :
8. Time-Table Committee:
9. College Magazine Committee
10. Tender and Purchase Committee
11. Finance Committee
12. Library Committee:
13. Internal Complain Committee (Standing Committee on Prevention of Sexual Harassment):
14. Internal Quality Assurance Committee:
15. Research Committee:
16. Anti-Ragging and Students' Disciplinary Committee:
17. Mentoring Programme:
18. Women Welfare & SC/ST Students Welfare Committee:
19. Safety & Disaster Management Committee:
20. Placement/Internship Cell :
21. NSS Committee :
22. NSS Advisory Committee :
23. Institutional Ethical Committee:
24. Dissection Monitoring Committee:
25. Academic Audit Committee :
26. Planning and Evaluation Committee :
27. Extra-curricular Activities Committee:
28. Community Outreach Cell :
29. Innovation and Incubation Cell:
30. Alumni Connect :
31. Advisory Committee of DBT Star College Scheme :
32. Students' Leave Monitoring Committee :
33. NIRF Committee :
34. Institutional Academic Integrity Panel (IAIP):
35. Students' Attendance Monitoring Committee (Adhoc):

S. No.	Name of the Committee	Members
1	**Admission Committee:**	H.S.S. Nadkarni (Convener) Anand Masur D. Prabakaran Kumaresh V. C. Rupali Tamuly Sachin Moraes Andrew Baretto Sarvesh Narvenkar
2	**Examination Cell:**	Alberto Ian Aquino Barreto (COE) D. Prabakaran Meghana S Devli Yatin Desai Manjita Porob Anagha Bicholcar Aishwarya Babu G.V. K. Naglakshmi Vasant S. S. Shirwaikar Cedric Barretto Usha Alokar
3	**College Unfair Means Inquiry Committee (CUMIC):**	H.S.S. Nadkarni Alberto Ian Aquino Barreto Debasish Majumdar Kumaresh V. C. D. Prabakaran Sonia Fernandes Da Costa
4	**College Grievance Redressal Committee (CGC):**	Shaila Ghanti (Convener) Debasish Majumdar Ananya Das Hanumant Chopdekar Sobita Kirtani
5	**Collegiate Student Grievance Redressal Committee (CSGRC):** **(As per DHE circular dt. 18/7/2019)**	Nandkumar N. Sawant H. S. S. Nadkarni Alberto Ian Aquino Barreto Devashish Bagchi Furtado Jesus Benino (Student Representative)
6	**Students' Welfare Committee (Scholarships, Freeships, Prizes, Students' Aid Fund)**	Roopa Belurkar (Convener) Allan Rodrigues Madhu Balekai Sangeeta More Sharmila Menezes Vasant Shirwaikar Greta Almeida

7	**College Election Committee :**	Manjita Porob (Convener)
		Aresh Naik (Co-Convener)
		Padmini Raiker
		Vanessa Barros Colaco
		Sarah Mesquita
		Swati Ghadi
		Stephen Dias
		Rishikesh Mishra
		Noel Goes
8	**Time-Table Committee:**	Kumaresh V. C. (Convener)
		Anand Masur
		Meghana Devli
		Sobita Kirtani
9	**College Magazine Committee:**	Roopa Belurkar (Editor)
		Pradeep Jatal (Sub-Editor)
		Madhavi Motankar (Advisor)
		Andrew Barreto
		Carol Barreto Miranda
		Aduja Naik
		Rakhi Amonkar
		Wendham Gray
		Tiger Studio
10	**Tender and Purchase Committee:**	Nandkumar N. Sawant (Chairman)
		H.S.S. Nadkarni
		G. K. Naik
		Alberto Ian Aquino Barreto
		Greta Almeida
		Sameer Desai
		Rajesh Rao
11	**Finance Committee:**	Nandkumar N. Sawant (Chairman)
		Deepa Chowgule
		Pranab Mukhopadhyay
		Kumaresh V. C.
		Dattaprasad Prabhudessai
		Mahadev Sawant
12	**Library Committee:**	Nandkumar N. Sawant (Convener)
		Sangeeta Sankhalkar (Co-Convener)
		Sonia Fernandes Da Costa
		Padmini Panjikar
		Mahesh Matha
		Alka Gawas
		Supriya Khorjuvenkar
		Sangeeta More
13	**Internal Complain Committee (Standing Committee On Prevention Of Sexual Harassment):**	Rupali Tamuly (Presiding Officer)
		H.S.S. Nadkarni
		Suchitra Bhat
		Anagha Bicholcar
		Sachin Moraes

		Sobita Kirtani
		Anushka Fernandes
		Representative of Goa State Women's Commission
		Percy Cardozo, Sangath (NGO)
		Sidhali M. Kakodkar (Non Teaching Staff Representative)
		Furtado Jesus Benino (Student Representative PG)
		Rehmat Bi Shaikh (Student Representative UG)
		Mayuresh Sinai Khandeparker (Student Representative UG)
14	**Internal Quality Assurance Committee:**	Nandkumar N. Sawant
		H.S.S.Nadkarni
		Shaila Ghanti
		Debashish Majumdar
		Nandini Vaz Fernandes
		D. Bagchi
		M. P. Shivalli
		Ian Barreto
		Kumaresh V. C.
		D. Prabhakaran
		Sameena Falleiro
		Sachin S. Moraes
		R. Kanchana
		Aresh Naik
		Ashish Desai
		Andrew Barreto
		Greta Almeida
		Dattaprasad Prabhudessai
		Sandesh K. Nagvenker
		Deepa Chowgule
		Sagar Uttagi
		(Student Council General Secretary)
		(Sports Council General Secretary)
		Dr. (Fr.) Roy Pereira S. J.
		Dr. Samir Terdalkar
15	**Research Committee:**	Nandini Vaz Fernandes (Convener)
		Ashish Desai (Co-Convener)
		Sobita Kirtani
		Sachin Moraes
		Sanjay Gaikwad
		Lactina Gonsalves
		Andrew Barreto
16	**Anti-Ragging and Students' Disciplinary Committee:**	Devasish Bagchi (Convener)
		Gunaji Desai
		Ian Barreto
		Rupali Tamuly

		Anagha Bicholcar
		Manjita Porob
		Pradeep Jatal
		Vanessa Barros Colaco
		Sarah Mesquita
		Swati Ghadi
		Greta Almeida
		Roselle Maria Figueiredo Solomon (NGO member)
		Sushant Cuncolikar (Representative from Local Media)
		Adv. Abhay Prabhudesai (Representative from Civil Society)
		Kapil Nayak (Representative from Police Dept.)
		Nanda Kare (Parent)
		Student – GS
17	**Mentoring Programme:**	H.S.S. Nadkarni (Convener)
		Sobita Kirtani (Co-Convener)
		Sarita Naik Tari
		Judith Dias Barreto
		Amisha Pednekar
		Ashish Ashwini
		Vallanka Dias
		Sayali Gaunkar
18	**Women Welfare & SC /ST Students Welfare Committee:**	Rupali Tamuly (Convener)
		Sangeeta Sankhalkar (Co-convener)
		Judith Dias Barreto
		Padmini Panjikar
		Lactina Gonsalves
		Alka Gawas
		Sayali Gaonkar
		Bhavya Bhat
		Reena Goes
19	**Safety & Disaster Management Committee:**	Sanjay Kumar Swain (Convener)
		Devashish Bagchi
		Sachin Kakodkar
		Yatin Desai
		Amisha Pednekar
		Padmini Panjikar
		Lactina Gonsalves
		Madhavi Motankar
		Pradeep Jatal
		Ashish Ashwini
		Sameer Desai
		Deelip Satardekar
		Suveena Tamse
		Sarvesh Narvencar
20	**Placement / Internship Cell :**	Sachin Kakodkar (Convener)

		Mahesh Matha Anil Yedage Lactina Gonslaves Madhavi Motankar Pio Colaco
21	**NSS Committee:**	Pradeep Jatal (Convener) Ashish Ashwini Mayuri Naik Vanessa Barros Colaco
22	**NSS Advisory Committee**	Nandkumar N. Sawant (Chairperson) Pradeep Jatal (Member Secretary) Sachin Kakodkar Amisha Pednekar Sachin Moraes Sofiya Riyaz Shaikh (Panch, Davorlim Panchayat) Paranjape Darshana Har, (SYBA student) Madhwani Mueen Mansoor Ali (SYBSc. student)
23	**Institutional Ethical Committee (IEC):**	Philip Mascarenhas (Chairperson) Nandkumar N. Sawant (Dy. Chairperson) Nandini Vaz Fernandes (Mem. Secretary) Kanchana R. Manoj Borkar Gautami Raikar Preetesh Kote Sachin Moraes Sanjay Gaikwad Andrew Barreto
24	**Dissection Monitoring Committee (DMC)**	Nandini Vaz Fernandes (Chairperson) Kanchana R. Madhu Balekai Tessa Vaz S. G. Bhosale Manoj Borkar
25	**Academic Audit Committee**	Respective Deans Concerned HODs
26	**Planning and Evaluation Committee**	Nandkumar N. Sawant (Convener) H.S.S. Nadkarni Shaila R. Ghanti Ananya Das Ian Baretto Kumaresh V.C.
27	**Extra-curricular Activities Committee**	Devashish Bagchi (Convener) Sachin Moraes Hanumant Chopdekar Pradeep Jatal Andrew Baretto

		Sharmila Menezes
28	**Community Outreach Cell**	Pio Colaco (Co-ordinator) Gunaji Desai Rupali Tamuly Sachin Moraes Pradeep Jatal Ashish Ashwini Mayuri Naik
29	**Innovation and Incubation Cell**	<u>Institution Innovation Cell</u> Nandkumar N. Sawant (Convener) D. Prabhakaran (Co-Convener) Shaila Ghanti R. Kanchana Neeta Dhopeshwarker Mahesh Matha Vallanka Dias Aduja Naik Mahalaxmi Badiguir Aishwarya Babu
30	**Alumni Connect**	Madhavi Motankar Judith Dias Barreto Venkatesh Prabhugaonkar Malcolm Afonso Sayali Gaunkar Castor Godinho
31	**Advisory Committee of DBT Star College Scheme :**	Nandkumar N. Sawant (Chairperson) Arvind Duggal (Advisor DBT) Garima Gupta (Programme Officer Star College Scheme) Nandini Vaz Fernandes (College Co-ordinator) H. S. S. Nadkarni Lactina R. Gonsalves Yatin Desai Amisha Pednekar Sanjay Gaikwad Meghana Devli Suchitra Bhat **External Experts** Dr. Samir Terdalkar Dr. (Fr.) Roy Pereira S. J.
32	**Students' Leave Monitoring Committee :**	Devashish Bagchi Debasish Majumdar Sachin Kakodkar Judith Dias Barreto
33	**NIRF Committee :**	Nandkumar N. Sawant (Chairperson) H. S. S. Nadkarni (Co-ordinator) Ananya Das (Co-Coordinator) Rupali Tamuly (Co-Coordinator)

		Kumaresh V. C.
		Mahesh Matha
		Greta Almeida
		Radhiya Amonkar
		Abhiram Das
		Sarvesh Narvencar
		Puja Prabhu
34	**Institutional Academic Integrity Panel (IAIP):**	Nandkumar N. Sawant
		Shaila Ghanti
		Nandini Vaz Fernandes
		V. Gopakumar, Librarian, Goa University
35	**Students' Attendance Monitoring Committee (Adhoc):**	Sanjay D. Gaikwad
		Ashweta Fondekar
		Mahalaxmi Badiguir
		Sunil Harmalkar
		Rakhi Amonkar
		Sayali Gaunkar
		Swati Ghadi

UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI – 110 002

NO. F 1-16/2007 (CPP-II)
April, 2009

UGC REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009

In exercise of the powers conferred by Clause (g) of Sub-Section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following Regulations, namely -

1. Title, commencement and applicability:-

1.1. These regulations shall be called the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009".
1.2. They shall come into force with immediate effect.
1.3. They shall apply to all the universities established or incorporated by or under a Central Act, a Provincial Act or a State Act, to all institutions deemed to be university under Section 3 of the UGC Act, 1956, to all other higher educational institutions, including the departments, constituent units and all the premises (academic, residential, sports, canteen, etc) of such universities, deemed universities and other higher educational institutions, whether located within the campus or outside, and to all means of transportation of students whether public or private.

2. Objective:-

To root out ragging in all its forms from universities, colleges and other educational institutions in the country by prohibiting it by law, preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

3. Definitions:- For the purposes of these Regulations:-

3.1. "college" means any institution, whether known as such or by any other name, which provides for a programme of study beyond 12 years of schooling for obtaining qualification from a university and which, in accordance with the rules and regulations of such university, is recognized as competent to provide for such programme of study and present students undergoing such programme of study for the examination for the award of such qualification.

3.2. "Head of the institution" means the 'Vice-Chancellor' in case of a university/deemed to be university, 'Principal' in case of a college, 'Director' in case of an institute.

3.3. "institution" means a higher educational institution (HEI), like a university, a college, an institute, etc. imparting higher education beyond 12 years of schooling leading to a degree (graduate, postgraduate and/or higher level) and/or to a university diploma.

3.4. "Ragging" means the following:

Any conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

3.5. "Statutory/Regulatory body" means a body so constituted by a Central/ State Government legislation for setting and maintaining standards in the relevant areas of higher education, such as the All India Council for Technical Education (AICTE), the Bar Council of India (BCI), the Dental Council of India (DCI), the Distance Education Council (DEC), the Indian Council of Agricultural Research (ICAR), the Indian Nursing Council (INC), the Medical Council of India (MCI), the National Council for Teacher Education (NCTE), the Pharmacy Council of India (PCI), etc. and the State Higher Education Councils.

3.6. "University" means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, an institution deemed to be university under Section 3 of the UGC Act, 1956, or an institution specially empowered by an Act of Parliament to confer or grant degrees.

4. Punishable ingredients of Ragging:-

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;

- Attempts to commit any or all of the above mentioned offences against the victim(s);
- Physical or psychological humiliation;
- All other offences following from the definition of "Ragging".

5. Measures for prohibition of ragging at the institution level:-

5.1 The institution shall strictly observe the provisions of the Act of the Central Government and the State Governments, if any, or if enacted, considering ragging as a cognizable offence under the law on a par with rape and other atrocities against women and ill-treatment of persons belonging to the SC/ST, and prohibiting ragging in all its forms in all institutions.

5.2 Ragging in all its forms shall be totally banned in the entire institution, including its departments, constituent units, all its premises (academic, residential, sports, canteen, etc) whether located within the campus or outside and in all means of transportation of students whether public or private.

5.3 The institution shall take strict action against those found guilty of ragging and/or of abetting ragging.

6 Measures for prevention of ragging at the institution level:-

6.1 Before admissions:-

6.1.1 The advertisement for admissions shall clearly mention that ragging is totally banned in the institution, and anyone found guilty of ragging and/or abetting ragging is liable to be punished appropriately (for punishments, ref. section 8 below).

6.1.2 The brochure of admission/instruction booklet for candidates shall print in block letters these Regulations in full (including Annexures).

6.1.3 The 'Prospectus' and other admission related documents shall incorporate all directions of the Supreme Court and /or the Central or State Governments as applicable, so that the candidates and their parents/ guardians are sensitized in respect of the prohibition and consequences of ragging. If the institution is an affiliating university, it shall make it mandatory for the institutions under it to compulsorily incorporate such information in their 'Prospectus'.

6.1.4 The application form for admission/ enrolment shall have a printed undertaking, preferably both in English/Hindi and in one of the regional languages known to the institution and the applicant (English version given in Annexure I, Part I), to be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and to the effect that he/she has not been expelled and/or debarred from admission by any institution and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.

6.1.5 The application form shall also contain a printed undertaking, preferably both in English/Hindi and in one of the regional languages known to the institution and the parent/ guardian (English version given in Annexure I, Part II), to be signed by the parent/ guardian of the applicant to the effect that he/ she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/ her ward in case the latter is found guilty of ragging and/or abetting ragging.

6.1.6 The application for admission shall be accompanied by a document in the form of the School Leaving Certificate/Transfer Certificate/ Migration Certificate/ Character Certificate which shall include a report on the behavioral pattern of the applicant, so that the institution can thereafter keep intense watch upon a student who has a negative entry in this regard.

6.1.7 A student seeking admission to the hostel shall have to submit additional undertaking in the form of Annexure I (both Parts) along with his/ her application for hostel accommodation.

6.1.8 At the commencement of the academic session the Head of the Institution shall convene and address a meeting of various functionaries/agencies, like Hostel Wardens, representatives of students, parents/ guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging in the Institution and steps to be taken to identify the offenders and punish them suitably.

6.1.9 To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably multicolored with different colours for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.

6.1.10 The institution shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institution's resolve to ban ragging and punish those found guilty without fear or favour.

6.1.11 The institution shall identify, properly illuminate and man all vulnerable locations.

6.1.12 The institution shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.

6.1.13 The institution shall utilize the vacation period before the start of the new academic year to launch wide publicity campaign against ragging through posters, leaflets. seminars, street plays, etc.

6.1.14 The faculties/ departments/ units of the institution shall have induction arrangements (including those which anticipate, identify

4

and plan to meet any special needs of any specific section of students) in place well in advance of the beginning of the academic year with a clear sense of the main aims and objectives of the induction process.

6.2 On admission:-

6.2.1 Every fresh student admitted to the institution shall be given a printed leaflet detailing when and to whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committees, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc., so that the fresher need not look up to the seniors for help in such matters and get indebted to them and start doing things, right or wrong, at their behest. Such a step will reduce the freshers' dependence on their seniors.

6.2.2 The institution through the leaflet mentioned above shall explain to the new entrants the arrangements for their induction and orientation which promote efficient and effective means of integrating them fully as students.

6.2.3 The leaflet mentioned above shall also inform the freshers about their rights as bona fide students of the institution and clearly instructing them that they should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.

6.2.4 The leaflet mentioned above shall contain a calendar of events and activities laid down by the institution to facilitate and complement familiarization of freshers with the academic environment of the institution.

6.2.5 The institution shall also organize joint sensitization programmes of 'freshers' and seniors.

6.2.6 Freshers shall be encouraged to report incidents of ragging, either as victims, or even as witnesses.

6.3 At the end of the academic year:-

6.3.1 At the end of every academic year the Vice-Chancellor/ Dean of Students Welfare/ Director/ Principal shall send a letter to the parents/ guardians of the students who are completing the first year informing them about the law regarding ragging and the punishments, and appealing to them to impress upon their wards to desist from indulging in ragging when they come back at the beginning of the next academic session.

6.3.2 At the end of every academic year the institution shall form a 'Mentoring Cell' consisting of Mentors for the succeeding academic year. There shall be as many levels or tiers of Mentors as

the number of batches in the institution, at the rate of 1 Mentor for 6 freshers and 1 Mentor of a higher level for 6 Mentors of the lower level.

6.4 Setting up of Committees and their functions:-

6.4.1   The Anti-Ragging Committee:- The Anti-Ragging Committee shall be headed by the Head of the institution and shall consist of representatives of faculty members, parents, students belonging to the freshers' category as well as seniors and non-teaching staff. It shall monitor the anti-ragging activities in the institution, consider the recommendations of the Anti-Ragging Squad and take appropriate decisions, including spelling out suitable punishments to those found guilty.

6.4.2   The Anti-Ragging Squad:- The Anti-Ragging Squad shall be nominated by the Head of the institution with such representation as considered necessary and shall consist of members belonging to the various sections of the campus community. The Squad shall have vigil, oversight and patrolling functions. It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots. The Squad shall investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the overall guidance of the said Committee.

6.4.3   Monitoring Cell on Ragging:- If the institution is an affiliating university, it shall have a Monitoring Cell on Ragging to coordinate with the institutions affiliated to it by calling for reports from the Heads of such institutions regarding the activities of the Anti-Ragging Committees, Squads, and Mentoring Cells, regarding compliance with the instructions on conducting orientation programmes, counseling sessions, etc., and regarding the incidents of ragging, the problems faced by wardens and other officials, etc. This Cell shall also review the efforts made by such institutions to publicize anti-ragging measures, cross-verify the receipt of undertakings from candidates/students and their parents/guardians every year, and shall be the prime mover for initiating action by the university authorities to suitably amend the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti ragging measures at the level of the institution.

6.5 Other measures:-

6.5.1   The Annexures mentioned in sub-clauses 6.1.4, 6.1.5 and 6.1.7 of these Regulations shall be furnished at the beginning of each academic year by every student, that is, by freshers as well as seniors.

6.5.2 The institution shall arrange for regular and periodic psychological counseling and orientation for students (for freshers separately, as well as jointly with seniors) by professional counselors during the first three months of the new academic year. This shall be done at the institution and department/ course levels. Parents and teachers shall also be involved in such sessions.

6.5.3 Apart from placing posters mentioned in sub-clause 6.1.9 above at strategic places, the institution shall undertake measures for extensive publicity against ragging by means of audio-visual aids, by holding counseling sessions, workshops, painting and design competitions among students and other methods as it deems fit.

6.5.4 If the institution has B.Ed. and other Teacher training programmes, these courses shall be mandated to provide for anti-ragging and the relevant human rights appreciation inputs, as well as topics on sensitization against corporal punishments and checking of bullying amongst students, so that every teacher is equipped to handle at least the rudiments of the counseling approach.

6.5.5 Wardens shall be appointed as per the eligibility criteria laid down for the post reflecting both the command and control aspects of maintaining discipline, as well as the softer skills of counseling and communicating with the youth outside the class-room situations. Wardens shall be accessible at all hours and shall be provided with mobile phones. The institution shall review and suitably enhance the powers and perquisites of Wardens and authorities involved in curbing the menace of ragging.

6.5.6 The security personnel posted in hostels shall be under the direct control of the Wardens and assessed by them.

6.5.7 Private commercially managed lodges and hostels shall be registered with the local police authorities, and this shall be done necessarily on the recommendation of the Head of the institution. Local police, local administration and the institutional authorities shall ensure vigil on incidents that may come within the definition of ragging and shall be responsible for action in the event of ragging in such premises, just as they would be for incidents within the campus. Managements of such private hostels shall be responsible for not reporting cases of ragging in their premises.

6.5.8 The Head of the institution shall take immediate action on receipt of the recommendations of the Anti-Ragging Squad. He/ She shall also take action suo motto if the circumstances so warrant.

6.5.9 Freshers who do not report the incidents of ragging either as victims or as witnesses shall also be punished suitably.

6.5.10 Anonymous random surveys shall be conducted across the 1st year batch of freshers every fortnight during the first three months of the academic year to verify and cross-check whether the campus is indeed free of ragging or not. The institution may design its own methodology of conducting such surveys.

6.5.11 The burden of proof shall lie on the perpetrator of ragging and not on the victim.

6.5.12 The institution shall file an FIR with the police / local authorities whenever a case of ragging is reported, but continue with its own enquiry and other measures without waiting for action on the part of the police/ local authorities. Remedial action shall be initiated and completed within the one week of the incident itself.

6.5.13 The Migration / Transfer Certificate issued to the student by the institution shall have an entry, apart from those relating to general conduct and behaviour, whether the student has been punished for the offence of committing or abetting ragging, or not, as also whether the student has displayed persistent violent or aggressive behaviour or any inclination to harm others.

6.5.14 Preventing or acting against ragging shall be the collective responsibility of all levels and sections of authorities or functionaries in the institution, including faculty, and not merely that of the specific body/ committee constituted for prevention of ragging.

6.5.15 The Heads of institutions other than universities shall submit weekly reports to the Vice-chancellor of the university the institution is affiliated to or recognized by, during the first three months of new academic year and thereafter each month on the status of compliance with anti-ragging measures. The Vice Chancellor of each university shall submit fortnightly reports of the university, including those of the Monitoring Cell on Ragging in case of an affiliating university, to the Chancellor.

6.5.16 Access to mobile phones and public phones shall be unrestricted in hostels and campuses, except in class-rooms, seminar halls, library etc. where jammers shall be installed to restrict the use of mobile phones.

6.6 Measures for encouraging healthy interaction between freshers and seniors:-

6.6.1 The institution shall set up appropriate committees including the course-in-charge, student advisor, Warden and some senior students to actively monitor, promote and regulate healthy interaction between the freshers and senior students.

6.6.2 Freshers' welcome parties shall be organized in each department by the senior students and the faculty together soon after admissions, preferably within the first two weeks of the beginning of the academic session, for proper introduction to one another and where the talents of the freshers are brought out properly in the presence of the faculty, thus helping them to shed their inferiority complex, if any, and remove their inhibitions.

6.6.3 The institution shall enhance the student-faculty interaction by involving the students in all matters of the institution, except those relating to the actual processes of evaluation and of faculty appointments, so that the students shall feel that they are responsible partners in managing the

affairs of the institution and consequently the credit due to the institution for good work/ performance is due to them as well.

7. Measures at the UGC/ Statutory/ Regulatory body level:-

7.1 Regulatory measures:-

7.1.1   The UGC and other Statutory /Regulatory bodies shall make it mandatory for the institutions to compulsorily incorporate in their 'Prospectus' the directions of the Supreme Court and/or the Central or State Governments with regard to prohibition and consequences of ragging, and that non-compliance with the directives against ragging in any manner whatsoever shall be considered as lowering of academic standards by the erring institution making it liable for appropriate action.

7.1.2   The UGC (including NAAC and UGC Expert Committees visiting institutions for various purposes) and similar Committees of other Statutory/Regulatory bodies shall cross-verify that the institutions strictly comply with the requirement of getting the undertakings from the students and their parents/ guardians as envisaged under these Regulations.

7.1.3   The UGC and other funding bodies shall make it one of the conditions in the Utilization Certificate for sanctioning any financial assistance or aid to the institution under any of the general or special schemes that the institution has strictly complied with the anti-ragging measures and has a blemish-less record in terms of there being no incidents of ragging during the period pertaining to the Utilization Certificate.

7.1.4   The NAAC and other accrediting bodies shall factor in any incident of ragging in the institution while assessing the institution in different grades.

7.2 Incentives for curbing ragging:-

7.2.1   The UGC shall consider providing special/ additional annual financial grants-in-aid to those eligible institutions which report a blemish-less record in terms of there being no incidents of ragging.

7.2.2   The UGC shall also consider instituting another category of financial awards or incentives for those eligible institutions which take stringent action against those responsible for incidents of ragging.

7.2.3   The UGC shall lay down the necessary incentive for the post of Warden in order to attract the right type of eligible candidates, and motivate the incumbents.

7.3 Monitoring mechanism to ensure compliance:-

Apart from the monitoring mechanism built in under different sub-clauses of these Regulations, there shall also be the following monitoring mechanism:

7.3.1 The UGC shall constitute an Inter-Council Committee for prevention of Ragging consisting of representatives of the AICTE, the IITs, the NITs, the IIMs, the MCI, the DCI, the NCI, the ICAR and such other bodies which have to deal with higher education to coordinate and monitor the anti-ragging movement across the country and to make certain policy decisions. The said Committee shall meet at least twice a year in the normal course.

7.3.2 The UGC shall also have an Anti-Ragging Cell within the Commission as an institutional mechanism to provide secretarial support for collection of information and monitoring, and to coordinate with the State level and university level Committees for effective implementation of anti-ragging measures.

8 Punishments:-

8.1 At the institution level:-

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

8.1.1 Suspension from attending classes and academic privileges
8.1.2 Withholding/ withdrawing scholarship/ fellowship and other benefits
8.1.3 Debarring from appearing in any test/ examination or other evaluation process
8.1.4 Withholding results
8.1.5 Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
8.1.6 Suspension/ expulsion from the hostel
8.1.7 Cancellation of admission
8.1.8 Rustication from the institution for period ranging from 1 to 4 semesters
8.1.9 Expulsion from the institution and consequent debarring from admission to any other institution for a specified period
8.1.10 Fine ranging between Rupees 25,000/- and Rupees 1 lakh
8.1.11 Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

8.2 At the university level in respect of institutions under it:-

If an institution under a university (being constituent of, affiliated to or recognized by it) fails to comply with any of the provisions of these Regulations

10

and fails to curb ragging effectively, the university may impose any one or any combination of the following penalties on it:

8.2.1 Withdrawal of affiliation/ recognition or other privileges conferred on it

8.2.2 Prohibiting such institution from presenting any students then undergoing any programme of study therein for the award of any degree/diploma of the university

8.2.3 Withholding grants allocated to it by the university, if any

8.2.4 Withholding any grants chanellised through the university to the institution

8.2.5 Any other appropriate penalty within the powers of the university.

8.3 At the appointing authority level:-

The authorities of the institution, particularly the Head of the institution, shall be responsible to ensure that no incident of ragging takes place in the institution. In case any incident of ragging takes place, the Head shall take prompt and appropriate action against the person(s) whose dereliction of duty lead to the incident. The authority designated to appoint the Head shall, in its turn, take prompt and appropriate action against the Head.

8.4 At the UGC/Statutory/Regulatory body level:-

If an institution fails to curb ragging, the UGC/Statutory/Regulatory body concerned may impose any one or any combination of the following penalties on it:

8.4.1 Delisting the institution from section 12B of the UGC Act or any similar provision in the Act of the Statutory/Regulatory body concerned

8.4.2 Withholding any grants allocated to it

8.4.3 Declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the UGC/Statutory/ Regulatory body concerned

8.4.4 Declaring that the institution does not have the minimum academic standards and warning the potential candidates for admission accordingly through public notice and posting on the UGC Website/ Website of the Statutory/Regulatory body concerned.

8.4.5 Taking such other action within its powers as it may deem fit and impose such other penalties as provided till such time as the institution achieves the objective of curbing ragging.

8.4.6 Collaborating with one another to work out other possible deterrents.

-:o:-

UNDERTAKING BY THE CANDIDATE/STUDENT

1. I, _____
   S/o. D/o. of Mr./Mrs./Ms._____
   have carefully read and fully understood the law prohibiting ragging and the
   directions of the Supreme Court and the Central/State Government in this regard.

2. I have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and have carefully gone through it.
3. I hereby undertake that
   - I will not indulge in any behavior or act that may come under the definition of ragging,
   - I will not participate in or abet or propagate ragging in any form,
   - I will not hurt anyone physically or psychologically or cause any other harm.
4. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force.
5. I hereby affirm that I have not been expelled or debarred from admission by any institution.

Signed this _____ day of _____ month of _____ year

Signature

Name: Address:

ANNEXURE I, Part II

UNDERTAKING BY PARENT/GUARDIAN

1. I, _____
   F/o. M/o. G/o_____,
   have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this

regard as well as the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

2. I assure you that my son/ daughter/ ward will not indulge in any act of ragging.

3. I hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force.

Signed this _____ day of _____ month of _____ Year

Signature

Name: Address:

University Grant Commission

Decisions agreed upon in the Central Inter-Council/Statuary Bodies, State Councils of Higher Education and Education Secretary of State Government in the meeting held 13th April, 2009 in UGC, New Delhi.

The following were present:-

UGC:
Prof. Sukhadeo Thorat, Chairman   In Chair .
Dr. R.K. Chauhan, Secretary.
Dr. C.S. Meena, JS (CPP-II).
Shri V.K. Jaiswal, US (CPP-II).

Members of the UGC Committee for preparation of Regulations:-
Prof. K.P.S Unni
Dr. R.P. Gangurde
Prof. Virbala Aggarwal

Representatives of the Statutory Councils:
Medical Council Of India
National Council of Teacher Education
Indian Council of Agricultural Research
Distant Educational Council
Dental Council of India
Pharmacy Council of India
Bar Council of India

Representative of the State Governments:-
A.P. Council of Higher Education
H.P. Government,
Punjab Government ,
U.P. Government

Following decisions were taken:-

a) The participants discussed the Draft Regulations for Prevention of Ragging and made various suggestions. Most of the suggestions were agreed and it was decided that these suggestions would be incorporated in the Regulations after taking into account the legal provisions. The UGC expert committee may do the same preferably by 20th April, 2009.

b) The various Councils generally agreed with draft Regulations and decided that they would frame their Regulations taking the UGC Regulations as the base and only add some additional provisions to address the specific issues peculiar to each one of them.

1
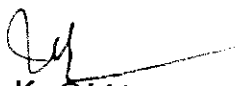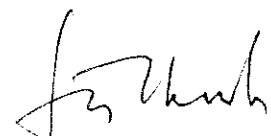
c) The Council agreed that they will make effort to finalize their Regulations latest by the end of May duly approved by their respective statutory bodies.

d) The members agreed to constitute an Inter-Council Committee for prevention of Ragging to address the issue relating to ragging which are of national importance and to sort out the issue of overlapping and cross cutting issues. The Committee will meet at least twice a year.

e) The UGC will finalize the Regulations by next week and send to various councils for follow up action at their end. These will also be placed on the UGC Website for the convenience of the Councils.

f) The UGC would get the approval of the Commission by circulation, which is expected by the end of April, 2009.

g) The participants discussed the Monitoring mechanism proposed by Edcil and the presentation made by Prof. Raj Kachroo. The Ed.Cil was requested to finalize the same duly approved by the Ministry of HRD urgently so that the mechanism could also be brought to the notice of Universities and colleges along with these Regulations. The Ed. Cil would sent the communication to all the statutory bodies/councils for the monitoring mechanism agreed by it.

h) These Regulations would be inplace before the commencement of the next academic year in June 2009.

The meeting ended with a vote of thanks to the Chair.

(R. K. CHAUHAN)
13 . 4. 2009

(SUKHADEO THORAT)

2

F.1-16/2007(CPP-II)

List of participants of meeting of UGC Expert Committee on Regulation to curb the menace of ragging in Higher Educational Institutions-2009 held in UGC Office, New Delhi on 13.4.2009 with State/UT Higher Education Secretary, Professional Councils, State Council of Higher Education

Members UGC Expert Committee

1. Prof. KPS Unny
   Former Registrar, JNU, Brindawvan
   Near DP office, West Yakkara Road
   Palakkad-678014 (Kerala)
   Phone 09895865526, kpsunny39@gmail.com

2. Prof. Virbala Aggarwal
   H.P. Univ.
   Shimla-171005
   Phone 09418168234

3. Dr. R.P.Gangurde,
   Former Addl. Secretary, UGC
   C-13/26, Sector 38, Kendriya Vihar
   Nerul, New Mumbai-400706

4. Prof. M.Z. Khan   Special invitee
   UGC Consultant
   B-59, City Apartments
   Vasundhara Enclave
   Delhi-110096

Special invitee

   Mr.Raj Kachroo
   Aman Movement

Present (UGC)
1. Prof. S.K.Thorat, Chairman, UGC
2. Dr. R.K.Chauhan, Secretary, UGC
3. Dr.C.S.Meena, Joint Secretary, UGC
4. Sh. A.N.Sharma, Deputy Secretary UGC
5. Sh. V.K.Jaiswal, Under Secretary, UGC
6. Smt. Lalitha Ganeshan, S.O., UGC

Professional Councils

1. Dr. Prem Kumar,
   Additional Secretary
   Medical Council of India
   Pocket- 14, Sector-8
   Dwarka Phase-1
   New Delhi-110077

2. Prof. SVS Choudhary
   Vice Chairman
   National Council for Teacher Education
   Hans Bhavan, Wing II,
   1, Bahadursha Zafar Marg
   New Delhi-110002

3. Shri C.L. Bhatia
   Consultant
   Dental Council of India Aiwan E Galib Marg
   Kotla Road
   Temple Lane
   New Delhi-110002

4. Shri Shiv Kumar
   Section Officer
   Dental Council of India Aiwan E Galib Marg
   Kotla Road
   Temple Lane
   New Delhi-110002

5. Ms Archana Mudgal
   Pharmacy Council of India
   Kotla Road, Aiwan E Ghalib Marg
   New Delhi-110002
   Phone 23239184

6. Sh. J.R. Sharma
   Joint Secretary
   Bar Council of India
   21, Rouse Avenue, Institutional Area
   New Delhi-110002

7. Sh. S.K.Mitra
Deputy Secretary (Education)
Indian Council of Agricultural Research, Krishi Bhavan
Dr. Rajendra Prasad Road, New Delhi-110114
Phone 25848033, Sujitkmitra@gmail.com

8. Dr. S.S.Bisht
CSO
Indira Gandhi National Open University
New Delhi-110068
Phone: 9868106047, 29533237, 29572121 (O)

9. Sh. D .Singh
Director
Edcil , India Ltd., Noida
Phone- 0120-2512008, 9971409065

State Council of Higher Education

1. Prof. K.C.Reddy
Chairman
Andhra Pradesh State Council of Hr. Education
Opposite Mahavir Hospital
Masab Tank, Hyderabad-500028
Phone 9866726222, 040- 23417030

State Education Secretary

1. Dr. Narinder Dhillon
DPI College, Punjab
Phone- 0172-2703549, 9814085651

2. Shri P.C.Dhiman
Secretary (Education Dept)
Govt. of Himachal Pradesh
H.P. Secretariat, Shimla-171002

3. Sh. Prabhat Sinha
Spl. Secretary
Dept. of Higher Education
Govt. of U.P., Lucknow
Phone- 09415171471, 0522-2238601

College

4. Dr. Vijay Shanker
Principal
Govt. P.G.College, Badalpur
GB Nagar, U.P.
Phone: 9873885480
Shankerfiji@yahoo.co.in

Parvatibai Chowgule College of Arts and Science

MENTORING HANDBOOK

Table of Content

<div align="center">

INTRODUCTION

"I will help you be whoever you want to be." Anonymous

"You cannot teach a man anything; you can only help him find it within himself."
</div>

<div align="right">

– Galileo Galilei
</div>

Mentoring Program

Parvatibai Chowgule College is a premier educational institution in South Goa, offering graduate, postgraduate and diploma courses mainly in Arts and Science disciplines.

The positive relationship that teacher- student share in the College, encourages a safe and comfortable learning environment. The College has always looked at ways in which the learning environment is enhanced. The initiation of the 'Mentoring Program' is a step towards achieving the same.

The aim of the mentoring program is to support students throughout their academic career in the institution and help them achieve their goals. It is a considered the safety net for the students. Under this program, the mentors who are the faculty members and support staff have a group of 15-20 mentees/students assigned to them. The mentor meets the mentee regularly, build a rapport with him/her, monitor their grades and assist them with academic and personal difficulties.

Goals of Mentoring Program

1. Establish a network of faculty who support and guide students through the College experience.
2. Assist students to work through personal, academic and interpersonal challenges, and build self-esteem and confidence.
3. Help students achieve their academic goals.
4. Assist students to make the best use of College facilities.
5. Strengthen bonding between a teacher and a student.

Mentoring Program at Chowgule College:

Since the College believes in heterogeneity, the mentees are provided with mentors who are from different subject fields. This interaction among the mentor and mentee touches upon different topics, and there is a give and take of knowledge. When the mentor is from a different field the mentee can open up and this helps to build rapport. It fully depends on the mentor as to how good a relationship they build with their mentees. The mentoring program will help the students to learn in a more comfortable environment.

The mentor mentee contact is done through e-mails. Each staff and student in the College has been provided with a College Id. Each mentor is given their mentees' mark sheets so that they get to understand the mentees' performance in College, and also various other issues mentees face during the exam, and guide through them.

The mentors in Chowgule College also keep a track of the targets set by the mentees. Target setting is a process in which each mentor and the mentee sit together to discuss the expected marks to be achieved for each subject in the exam and to draw a study plan for the same. These targets are set on their C-LAAP. Target setting helps the mentee to review themselves on time spent on each subject and the marks they achieved, and hence leading them to

improve their scores. This process in turn makes the student to successfully plan out on allotting their study timing effectively in different subjects. E.g. A student gets 45/100 score in a particular subject. This student will now revise his target plans so as to improve his low score. In brief he will alter the hours which he spent in studying the subject to more number of hours. The mentors should keep in mind that the student should set a practical goal. It should not be too high or too low.

Who is a mentor?
A mentor in Chowgule College is a faculty member or a support staff. A mentor also supports and encourages a student in his/her academic and personal growth. A mentor facilitates personal and professional growth in an individual by sharing the knowledge and insights that have been learnt through the years. The desire to want to share these "life experiences" is characteristic of a successful mentor.

Who is a Mentee?
A mentee is a student who is assigned to College faculty. S/he will ask for guidance when academic questions or issues arise. The mentee has to meet the mentor twice a month irrespective of whether s/he has some issues or no.

What is mentoring process?
Mentoring process is a one-to-one relationship in which a faculty member provides guidance to a student, who is working towards success. The mentoring relationship develops as a student desires advice and guidance from an assigned staff member. The mentoring process requires that the mentor and mentee work together to reach specific goals and to provide each other with sufficient feedback to ensure that the goals are reached. The mentoring relationship is formed outside of regular classroom activity. The mentor's if needed shall direct the mentee's to other support services. For example a student who is doing a project and finding difficulty with statistical part of it, the mentor can direct him/her to the statistical analysis service centre, in case the student is having difficulties in writing, mentor can direct him/her to the writing centre, and if a mentee is finding difficulty or confusion with regards to the career or personal self, s/he can be directed to the career and personal counseling centre.

BENEFITS OF MENTORING PROGRAM

Mentor:
- Develops patience, insight, and understanding.
- Improves communication skills.
- Gains knowledge.
- The mentor earns the mentee's respect.

Mentee:
- Receives academic help.
- Builds up on self confidence, self-esteem and social skills.
- Has the guidance of another adult and develops new insights and perspectives.
- Receives support, reassurance and discipline.
- Improves his/her grades through target setting.
- Develops knowledge.

College:
- Improvements in student-teacher relations.
- Progress in academic performance of the students.
- More discipline in College.
- Gains parents trust as they consider mentoring as a safety net.

WHAT IS THE ROLE OF A MENTOR?

"A good coach will make his players see what they can become rather than what they are."Ara Parseghian

There are different roles a mentor can assume: teacher, guide, counselor, motivator, coach, advisor, referral agent or a role model.

The role the mentor assumes depends on the needs of the mentee and on the relationship he builds with his mentee. On any given day, the mentee may require you to perform one of these roles, or all of them.

The roles can be divided into two broad areas:

1) Psycho-social: To help the mentee as a counselor, a friend, motivator, coach, advisor. This role requires the mentor to establish a good rapport with the mentee and always motivate and encourage them.
2) Academics: In this role the mentor can act as a guide. Here the mentor does the job of supporting and guiding the student to know more about academic skills and improve the same. If the need arises the mentor refers the mentee to the various other services available at Chowgule College. The mentors hand over and discuss the mark-sheets with the mentees for their further improvement.

(The mentors are not held responsible for the low performance of the student, but needs to research if any institutional drawbacks exist in their performance).

- **Mentor's responsibilities**:
  A mentor will have to set up a regular meeting schedule with their mentee. S/he will meet with their mentee during office hours and also communicate with them through email. Discussion topics range from academic successes to other challenges. S/he will provide guidance to their mentees questions and concerns. S/he will serve an introduction to their mentee to various campus services. When s/he finds the situation difficult then the mentor contacts the personal counselor. The mentor also keeps a record of the data provided by the mentee during the various sessions and also keeps track on the Faculty Advisor Students Card every time a mentee visits him/her.

- **Requirements of a mentor**
  There are many skills which a mentor needs to possess to make a difference to their mentee's goals and hopes. But few of the most important ones are:

  1) Supportive: The mentor should provide support to their mentee in times of need. It doesn't mean s/he gives financial support, but being there when the mentee needs someone to speak to. Mentor should encourage the mentee, during crucial situations.

2) Patience: The mentor should be willing to spend time with the mentee when the mentee requires individual attention from him which can be done through mails also.

3) Respect: Mentor should respect their mentees and their feelings. Even if the mentee fails, the mentor doesn't have the right to criticize him/her.

- **Qualities of a good mentor:**

  1. **Listening Skills**: A good mentor listens to the mentee patiently which will make the mentee feel comfortable.

  2. **Empathetic**: Being able to do your level best to place yourself in the shoes of your mentees to understand them better.

  3. **Nurturing:** Creating a supportive relationship where mentees feel cared for, affirmed and encouraged. The key is to be a great listener; commit to them; believe in them; be accessible to them; give unconditionally and be non-judgmental.

  4. **Open-minded** –A mentor need to be open-minded. This will allow the mentor to avoid being judgmental, and hurt the feelings of the mentee.

  5. **Motivating**: Mentees should be motivated to become the best they can be, reaching their potential as they come to believe in their own self-worth, acknowledging that they have control over things that happen to them most of the time. Giving compliments like, 'you are on time today' or 'you are dressed up well today' also helps.

  6. **Building Trust**: Confidentiality is the base to trust. A mentor should make clear that whatever is communicated between them is confidential and the mentor shall stick to the same.

  7. **Identifying:** Identifying goals and being realistic are very important. Some things can't be changed, and mentees should be told to be realistic in their approach.

- **How much time does Mentoring require?**
  The mentor will have two group meetings every month with their mentees. Apart from that if the mentee needs individual commitment then the mentor and mentee work together to set a regular meeting schedule. One to one sessions can increase or decrease depending on the discussion.

ETHICS FOR MENTORING PROGRAM

- A mentor cannot replace a service that is offered by College for which s/he is not responsible. S/he is not a tutor, editor, and cannot and will not negotiate mentee grades.
- The mentor cannot take decision for the mentee.
- The mentors should not get emotionally attached with the students nor can a mentor take out his or her frustrations on the mentee.
- The mentor should maintain an arm's length distance with the mentee. The relationship should not get dissolved completely. The respect has to be maintained.

PHASES OF A MENTORING RELATIONSHIP

The phases of a mentoring process are as follows:

1. **Introduction**
   Rapport building phase: The mentor asks about the mentees likes and dislikes. This will help the mentor get to know more about the mentee and also make them feel comfortable. The mentor and mentee has to also decide the meeting time and follow up.

2. **Building foundation**
   Explain the purpose of mentoring program, role of a mentor, target setting, confidentiality etc. This will help mentee know how s/he benefits from this program. During this meeting the follow up date and time are given to them.

3. **Developing ideas/problem solving**
   Here the mentor or mentees share their ideas, the mentee can discuss about the issues, and the mentor has to be an active listener. This session can also be general talk about day to day life or upcoming events in the College etc.
   The mentor reinforces and motivates the mentee to find various possible solutions. In case the mentor is unable to help the mentee than s/he can direct her to the Personal Counselor with details about the mentee.
   The mentor has to be prepared to face any questions, and if the s/he is unable to help the mentee at that instant than he or she can give them some time convenient to both.

4. **Continuous process:** The relationship between the mentor and the mentee has to be a continuous process till the end of the academic year. The mentee has to meet the mentor twice a month whether he has issues or not.

STRUCTURE OF MENTORING PROGRAM:

The structure of the mentoring program helps the involvement of other members for further support and monitoring the program as and when needed. The structure would be as follows:

1st intervention: The mentor and mentee coordinate.

2nd intervention: The mentor mentee and the personal counselor coordinate.
(Ms. Valerie Jacques, Personal Counselor, Career and Personal Counseling Centre (CPCC), Student Support Services (SSS),top floor, computer science block, extension: 2217, email Id: vaj001@chowgules.ac.in.)

3rd intervention: The mentor, Personal counselor and the Vice Principal coordinates.
(Dr.Nandkumar Sawant, Vice-Principal, extention.2017, email Id: nns001@chowgules.ac.in)

4th intervention: If the problem is still serious than the mentor, personal counselor and the Vice Principal and the Principal Dr. R. V. Gaonkar look into the matter.

Appendix 1.1

INTAKE FORMS FOR MENTEE (STUDENT)

Name of the Mentor:

Name of the Mentee: **Gender:**
Class: **Residence:**

PCC Id:
Ph. No:

Availability Time and Day:

Staying with:

☐ Parents   ☐ Relatives   ☐ Hostel/Friends   ☐ Alone

About Yourself:

Hobbies:

Strengths:

Weaknesses:

Queries if any:

Mentor's remark:

Mentor's Signature   **Mentee's Signature**

P.S.: Mentor's remark to be written by the mentor after the mentoring session is over.

Appendix 1.1

Mentoring Group sessions: Total: 8 Group meetings.
 (Sample questions)
Stage 1:
a) Rapport building: Ask about mentees likes and dislikes/strengths and weakness.
b) Mentoring program, role of mentors, role of mentee, confidentiality, goal setting.
c) Ask if they have any questions to ask or have not understood anything regarding the mentoring program?
d) Decide on focused aims, ways to achieve them and the time required to meet them.
e) Find out if there are more queries.
f) Fix the follow up date and take attendance with signature.

Stage 2:
a) Discussion on target setting.
b) Take a review of induction program.
c) Talk about ISA's.
d) Fix the follow up date, take attendance with signature.

Stage 3:
a.   Discuss ISA results.
b. Review targets.
c. Give directions to achieve targets.

Stage 4:
a) Discuss preparation for semester exams.
a) Review target setting- revise planning if necessary.
b) Probe for issues- family/personal/academics/peer.
c) Fix the follow up date, take attendance with signature.

OCTOBER- 1st Semester Exams

Stage 4:
a) Discussion on results and performance in examination.
b) Reasons for good or bad performance.
c) Strategy building for improving performance and direct students to other services if required.
d) Feedback on whether target setting helps in performance?
e) Fix the follow up date, take attendance with signature.

Stage 5:

a) Review target setting and revise planning if necessary
b) ISA results
c) Find out if there are more queries
d) Feedback about the various strategies used to improve academics, and whether they worked or not, reasons for the same.
e) Try out other strategies, if still not working than direct them to the counselor.

APRIL- 2st Semester Exams

National Policy for Women

Introduction:

Ministry of Human Resource Development, Department of Women & Child Development, Govt. of India has circulated the National Policy for the Empowerment of Women 2001 for implementation. Govt. of India has prescribed some goal and objectives as per Point 1.11 as under: -

1.11 The goal of this Policy is to bring about the advancement, development and empowerment of women. The Policy will be widely disseminated so as to encourage active participation of all stakeholders for achieving its goals. Specifically, the objectives of this Policy include:

Creating an environment through positive economic and social policies for full development of women to enable them to realize their full potential;

The de-jure and de-facto enjoyment of all human rights and fundamental freedom by women on equal basis with men in all spheres - political, economic, social, cultural and civil;

Equal access to participation and decision making of women in social, political and economic life of the nation;

Equal access to women to health care, quality education at all levels, career and vocational guidance, employment, equal remuneration, occupational health and safety, social security and public office etc.;

Strengthening legal systems aimed at elimination of all forms of discrimination against women;

Changing societal attitudes and community practices by active participation and involvement of both men and women;

Mainstreaming a gender perspective in the development process;

Elimination of discrimination and all forms of violence against women and the girl child; and

Building and strengthening partnerships with civil society, particularly women's organizations.

Govt. of India has also prescribed some Policy Prescriptions Judicial Legal Systems, Decision Making, Mainstreaming a Gender Perspective in the

Development Process, Poverty Eradication, Micro Credit, Women and Economy, Globalization, women and Agriculture, Women and Industry, Support Services, Education, Health, Nutrition, Drinking Water and Sanitation, Housing and Shelter, Environment, Science and Technology, Women in Difficult Circumstances, Violence against women, Rights of the Girl Child, Mass Media. The operational Strategies has also been indicated for further Action Plan.

The State Government has forwarded the document namely National Policy for the Empowerment of Women 2001 to all concerned departments with the request that they may frame their Action Plan and ensure implementation of National Policy for the Empowerment of Women 2001. The Women & Child Development Department, Haryana has also circulated the policy to all Programme Officers / Child Development Project Officers to initiate the steps to eradicate the social evils and empower women through awareness generation. The Women & Child Development Department, Haryana has also constituted Haryana State Level Council according to Para 11.2 of National Policy for the Empowerment of Women 2001 vide notification dated 26th june,2003 given as below:

A National Policy for the Empowerment of Women, 2001 has been framed by Govt. of India with goal to bring about advancement, development and empowerment of women. This policy has been approved by the Union Cabinet.

Priorities for Women

Priorities for Women The Indian Constitution guarantees the right to equality. Article 15(1) of the Constitution explicitly states that the State shall not discriminate on the ground of sex, among others. Sub-clause (3) of the Article goes a step further to establish substantive equality, allowing the State to enact "special measures" for women and children. Hence, the concept of affirmative action in recognition of the historical disadvantage faced by women is firmly entrenched in our constitutional scheme. India has made numerous positive strides towards meeting these Constitutional commitments by creating an enabling environment for gender equity through legislative, policy and programmatic initiatives. The 11th Five Year Plan (2007-12) marked a departure from the approach to gender in the previous planning processes by recognising that women are at the very centre of economic and social growth and advocating an "integrated and inclusive approach to empowerment". With this shift in focus, the need for a coordinated, implementable and forward looking policy framework was recognised. However, despite the concerted efforts on the part of the Government to make women"s concerns an integral part of public policy and governance, the status of women in India remains a cause of concern. Women continue to face situations of inequity and discrimination at every stage of their life. The cycle of violence and vulnerability continues throughout her life span which not only affects her Constitutional right to life and liberty but also impairs her ability to develop to her full potential. Violence against women takes many forms, from the egregious sex selective abortions and infanticide to the socially sanctioned practices of early marriage, dowry related harassment and domestic violence. Trafficking and sexual violence, objectification of her person and violation of her dignity in the public sphere are some other forms of violence and discrimination which women face and tackling which poses a challenge. These challenges cannot be viewed in isolation but need to be examined in the light of globalization and current economic growth, which has brought changes such as enhanced participation of women in the workforce and increased in-country migration and displacement. Attendant social issues such as intolerance based on caste, class and community identities and re-assertion by community-based informal 93 bodies – all of which have a distinctly gendered face have also often increased. Addressing violence against women in various forms remains a major challenge. In order to address these multi-dimensional concerns, the Ministerial priority would be to consolidate the existing initiatives and interventions relating to women. The existing legislations that address violence and discrimination against women would be strengthened and their implementation made more effective. Laws such as the Prohibition of Child Marriage Act, Dowry Prohibition Act, and the Protection of Women from Domestic Violence Act provide an empowering environment to address these social evils. With the objective of undertaking a holistic and integrated approach, the Ministry aims to strengthen the institutional mechanisms under these laws on the one hand and to undertake specific measures towards strengthening social support structures on the other. With this in view, it is also proposed to

formulate an Integrated Women"s Protection Scheme. Curbing trafficking of women and children for commercial sexual exploitation continues to be a challenge despite the multi-pronged approach adopted by the Government. Feminization of poverty and lack of viable economic opportunities for a large number of women and girls, particularly from marginalised sections of the society, are some of the reasons affecting the efficacy of the interventions. The constantly changing patterns and trends relating to trafficking add to the challenge of devising effective policy response. Economic and social empowerment of women and girls would form the cornerstone of efforts to address any form of inequality and discrimination faced by women. Towards this end, the Ministry proposes to strengthen and expand schemes that build capacity of women through skill training, provide access to resources and credit and empower them for enhanced participation in decision-making. To address the needs of women in distress, schemes that provide shelter and other support services would also be strengthened. Also on the anvil is the implementation of a „Women"s Helpline" for those in distress. Providing greater security for women at work and ensuring an enabling environment, including hostel facilities for working women is also a priority of the Ministry. A significant 94 step has now been taken with the finalization of the proposed Protection of Women against Sexual Harassment at Workplace Bill, 2010. This Bill, which seeks to provide a safe and secure environment, free from sexual harassment, to all women, has been introduced in the Parliament and if passed, would further fortify the framework for legal empowerment of women. Deep-rooted socio-cultural norms and practices make certain categories of women particularly vulnerable to discrimination and violence. In particular, single women, widows and deserted women are often victims of ostracism, harassment and rights violation by their families, relatives and society on the whole. Since women have higher average life expectancy than men, the challenges faced by such women are expected to get compounded in the coming years. Specific interventions addressing their specific needs may be required so as to enable them to fully participate in the development process. A major bottleneck faced in formulating effective interventions is the absence of a systematic and coordinated feedback mechanism. Strengthening of existing knowledge base through coordinated data collection mechanisms and promotion of research on issues relating to women will be a priority of the Ministry. Gender being a cross cutting issue, various Ministries/Departments have been undertaking measures for the empowerment of women. Convergence of these programmes and schemes is essential to ensure that their benefits are effectively accessed by women. With the specific objective of ensuring convergence and better coordination among the schemes/programmes of various Ministries/Departments, the Ministry launched the National Mission for Empowerment of Women. The Mission headed by the Hon"ble Prime Minister at the apex with structures at the central, state and district levels would facilitate in creating an enabling environment for socio-economic empowerment of women. Similar convergence Missions are also envisaged at the level of each State and the Ministry shall encourage States to put necessary structures in place. Further, gender mainstreaming across sectors, through gender budgeting, would be pursued with greater vigour to ensure that gender concerns are incorporated in

development frameworks, policies and programmes of the Government, leading to greater resource allocation for addressing the needs of women. 95 The goal of holistic empowerment of women cannot, however, be achieved without a transformation in the mindsets and societal perceptions relating to women and their roles within the family, the community and the nation. To realise this goal, our approach towards awareness-generation and sensitization of all actors must embrace women‟s voices and their participation. During the next five years, the Ministry will focus on addressing the gaps in existing legislations as well as in its programmatic interventions in the light of felt needs of women and work towards strengthening the processes and mechanisms for implementation, building capacities of implementing agencies, partners and its own human resources and promoting explorations into hitherto uncharted areas to provide for unmet needs. National Policy for Empowerment of Women The National Policy for Empowerment of Women, 2001 (NPEW) was formulated as the blueprint for the future, with the express goal of addressing women‟s felt needs and bringing about their advancement, development and empowerment. The NPEW laid down detailed prescriptions to address discrimination against women, strengthen existing institutions which includes the legal system, provide better access to health care and other services, equal opportunities for women‟s participation in decision-making, and mainstreaming gender concerns in the development process, to name a few. It specifically highlighted the following: The advancement, development and empowerment of women in all spheres of life. Introduction of more responsive judicial legal systems that is sensitive to women‟s needs Ensuring women‟s equality in power sharing and active participation in decision making. Mainstreaming a gender perspective in development process. Strengthening and formation of relevant institutional mechanism. 96 Partnership with community based organizations; and Implementation of international obligations, commitments and cooperation at the international, regional and sub-regional level. The NPEW was envisaged as a comprehensive framework which is progressive and forward looking in nature. During the next five years, the Ministry proposes to undertake the formulation of a plan of action to implement the National Policy and in the process, develop monitorable indicators that aid in the process of its implementation. Towards this, an extensive process of consultation would be undertaken with relevant Ministries/Departments, States/UTs and other stakeholders such as NGOs, lawyers, academicians, domain experts and other civil society actors. The launch of the National Mission for Empowerment of Women in March 2010 is an important development that will provide the much required fillip to a coordinated assessment of current Government interventions and aligning future programmes so as to translate the NPEW prescriptions into reality. Legislation on Violence against Women Women are vulnerable to violence due to the unequal gender roles in the family as well as their economic dependence on other members of the family. Their vulnerability of a woman subjected to violence gets aggravated as violence renders her further incapable of asserting herself in the family or seeking means of economic independence by corroding her confidence and abilities. Hence, an effective legal framework that addresses violence, both in the private

and public spheres, is the sine qua non of ensuring holistic empowerment of women. Review of Existing Laws The Ministry is currently implementing the Protection of Women from Domestic Violence Act, 2005 (PWDVA), the Dowry Prohibition Act, 1961 (DPA) and the Indecent Representation of Women (Prohibition) Act, 1986 (IRWA). 97 In view of the increasing incidence of violence against women within the home and the need for a civil law to provide relief to women, the Government enacted the Protection of Women from Domestic Violence Act 2005 (PWDVA), which came into force with effect from 26th October, 2006. The PWDVA is a progressive legislation that for the first time defines „domestic violence" and affirms the right of a woman to lead a violence-free life. The Act: Provides civil remedies in the nature of protection orders, residence orders, maintenance, compensation, and temporary custody orders to women facing domestic violence within the home. Recognizes and declares the right of every woman not to be dispossessed from her shared household. Establishes a coordinated implementation mechanism to ensure women have access to and enjoy support services such as shelter, medical relief and legal assistance through: o Appointment of Protection Officers, who are to act as the link between women and the courts on the one hand, and women and support services on the other. o Registration of Service Providers and notification of medical facilities and shelter homes. The culturally sanctioned practice of dowry and the resulting violence perpetrated on women is one of the single biggest forms of discrimination against women in India. In recognition of the need to address this social evil in a systematic manner, the Dowry Prohibition Act (DPA) was enacted by the Parliament in 1961. This Act for the first time defined "dowry", an expression that required to be explicitly defined by the law in view of its socio-cultural and layered connotations. The specific objective was to prohibit the practice of dowry by criminalising the "giving and taking of dowry". In addition, a built-in implementation mechanism in the form of Dowry Prohibition Officers was also incorporated in order to ensure effective and efficacious enforcement of this Act. Further amendment to the Act was made in the year 1985, and in accordance 98 with Section 9, Rules were framed by the Central Government in 1985 in order to add teeth to the law. The Indecent Representation of Women (Prohibition) Act, 1986 (IRWA) was enacted with the specific objective of prohibiting the indecent representation of women through advertisement, publication, writing, painting figures or in any other manner. The Act: (a) Defines "indecent representation of women" to mean the depiction of the figure/form/body/any part thereof, of a woman which is indecent or derogatory to or denigrating women or is likely to injure public morality. (b) Prohibits indecent representation of women in any form in any advertisement or publication. (c) Also prohibits selling, distribution, circulation of any books, pamphlets, and such other material containing indecent representation of women. (d) Prescribes punishment of either description for a term extending to two years and fine extending to two thousand rupees on first conviction for all offences under the Act. The second and subsequent convictions attract a higher punishment. These comprehensive legislations, notwithstanding, violence against women in various forms, in both public and private spheres, is on the rise. The Government recognises that violence is primarily a social

issue and legislative efforts need to be supplemented with extensive advocacy in collaboration with civil society organisations and will be working in the next five years to ensure a change in the social norms and behaviour. At the same time, to ensure that violence against women, whether occurring in the form of domestic violence, dowry or violation of her dignity in public, are addressed in a more effective manner, proposals for undertaking a comprehensive review of the legislations is under consideration of the Government. The aim is to ensure that the law continues to be responsive to the changing social milieu and women‟s role within it as well as to strengthen its provisions to address substantive and procedural gaps. This process has 99 already been initiated with respect to some of the laws, an endeavour which would be continued in the coming years.

DISASTER MANAGEMENT DRILL

PARVATIBAI CHOWGULE COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)

Introduction:-

Mock drills are generally conducted during Disaster Management exercise to familiarize the newly joined students.

The college is having committee members for handling disaster management who are trained from time to time.

In addition to the disaster management exercise conducted by our committee members the Fire officer Mr Nitin Raikar and his staff of Margao Fire station also conducted live fire fighting demo at college premises during the month of Nov 2014.

The volunteer students also participated in operating the first aid fire fighting appliances and extinguished the live fire. A theory class was also taken in auditorium by the fire officer to make the session more interesting.

During the month of Dec 2014 the technical staff from Fire Guard Mr Raju Mangeshkar and his team also trained our non - teaching staff about operating procedure and safety precautions of first aid fire fighting appliances.

Safety & Disaster Management Committee for the academic year 2019-20:-

Sanjay Kumar Swain (Convener)

Dr Devashish Bagchi

Sachin Kakodkar

Yatin Desai

Amisha Pednekar

Padmini Panjikar

Lactina Gonsalves

Madhavi Motankar

Pradeep Jatal

Ashish Ashwini

Sameer Desai

Deelip Satardekar

Suveena Tamse

Sarvesh Narvencar

Brief note on Procedure followed for Mock drill:-

Following are the important guidelines for the students/staff/faculty: -

1. Mock fire drills are conducted regularly on the campus.

2. Siren of more than 15 seconds duration is sounded as an indication of emergency. Upon hearing the siren, please rush to the Tigers Domain (Football ground).

3. Please leave your baggage behind and carry only valuable items with you.

4. Please walk towards football ground in single file. Avoid walking in the reverse directions under any circumstances.

5. Please do not run and disturb the queue

6. Please follow the instructions of the members of the Disaster Management Committee. They will have megaphones and/or will be directing the flow of the crowd.

7. The main gates will be sealed once the siren is sounded and no one will be allowed to leave the campus until the 'All clear Siren' is sounded (Indicated by two short siren of 5 seconds duration).

8. Emergency escape routes with necessary instructions are displayed on each floor in every block. Please read them carefully.

POINTS TO BE CHECKED:-

* Keep a record of number of personnel entered / exit during the time of Mock drill.

* Main Gate to be closed during the mock drill. Allow only vehicles of emergency services. (Ambulance/ fire tender/ police)

* Area representatives to evacuate their respective places.

* Wheelchairs and stretchers are available with the committee members.

* Volunteers to take position at football ground with DISPLAY BOARD. Make sure that the personnel to stand as per their allocated area only. Jackets may be worn by the volunteers for easy identification. The head of the dept. may trace out for the missing lot. This is in order to make accountability more transparent.

* Total 6 committee members (3 each) to take position at both exit gate of football ground for head counting.

DE- BRIEF: - All committee members to re assemble at college conference room soon after the mock drill is over. The points observed during the mock drill may please be discussed for the future implementation.

SIREN CODE

Purpose of siren	Duration of siren-	Action
Testing (One Short blast)	less than 5 seconds	Ignore
Mock drill (One long blast)	15 seconds duration	Evacuate the area and muster at Football ground
All clear (Two short blast)	5 seconds duration each	Safe mode, Resume Normal

CONTINGENCY PLAN/ SEQUENCE OF EVENT:-

1. Sound siren as per the siren code. Close main gate to avoid unnecessary crowd.

2. Switch off main electric power supply of affected area

3. Open both the gates of football ground

4.Team leaders to take position and form their respective group at football ground as

per department. Use PA system if required.

5. Tiger studio to take photo/ video coverage

6. Evaquate people and direct them to muster at Football ground as per department

7. Floor in charges to make sure no one is trapped in the room/ fire. Special attention to

be given at WC, Tiger studio and canteen area

8.Physically handicapped people to be given special attendance during evacuation.

Wheel chair / stretchers & first aid kit to be utilized if required.

9. Live fire fighting demo by college students may be planned at suitable place. Video

coverage to be kept for record purpose.

10. Once confirmation received from search party, Sound all clear siren. Head counting to commence from both the gates of Football ground.

11. De-brief of the event at conference room. All committee members to attend.

<u>Disaster management drills were conducted on following dates:-</u>

For the academic year 2014 - 15
25 Jul 2014
26 Sep 2014
23 Jan 2015

For the academic year 2015 - 16
No photography taken

For the academic year 2016 - 17
23 Sep 2016
24 Feb 2017

For the academic year 2017 - 18
28 Jul 2017
16 Jan 2018
10 Feb 2018 - Mr Gill Souza, Station Fire Officer & Mr Dhiraj Dessai, Asst Fire Officer of South Zone Fire Dept conducted the mock drill.

For the academic year 2018 - 19
13 Jul 2018 – Mock Drill
06 Dec 2018 – Lecture on disaster management at upper auditorium
21 Feb 2019 – Practical demo by NSS volunteers

For the academic year 2019 - 20
1st Mock drill - 14th August 2019 (Wednesday) (Intimation to be given)
 2nd Mock drill - 2nd December 2019 (Monday) (Intimation to be given)
 3rd Mock Drill - 20th February 2019 (Thursday) (without intimation)

Person in- charge with location for quick evacuation during mock drill

NSS students to be oriented and assigned the duties as it has been followed since last year by assembling class wise in the ground area during mock drill

Involvement of **Mr Addi De Souza** for Media coverage as he is creative and innovative in capturing (**Pics and Videos of the Mock drill**) that can be collected from him and documented for NAAC.

A mock fire can be planned and demonstration of extinguishing it and certain safety awareness during mock drill (**2nd Mock drill)**

NSS students can be given tasks of preparing **Safety notices/ sign boards** and allotted duty of covering all the places in campus for taking action of guiding all faculty and students to evacuate the places immediately.

First Aid Assistance team can be made involving students making them aware about the immediate first aid to be provided who would have to carry first aid kit and also they could be made responsible of arranging wheel chair and stretcher by making it available for the needy during the evacuation process, so they should be aware where it is available and make it available immediately.

Status of equipment:-

As per record held with Mr Sameer Dessai, Estate Officer, presently we have got

- 85 fire extinguishers which includes Dry Chemical Powder & Co2 type cylinders
- 09 Fire hydrants with water under pressure
- 3 stretchers
- 3 wheel chairs
- 12 megaphones
- 10 Jackets with florescent stickers
- 10 display boards for volunteers
- Displays board indicating diagram & escape route are also placed at different locations of corridors.

Authority letter for conducting mock drill by staff of Fire & emergency services.

F.15/46   25th January, 2018

To,
The Deputy Director (Five)
Directorate of Fire And Emergency Services
Government of Goa, South Zone,
Margao - Goa

Sub: PERMISSION TO CONDUCT A MOCK DRILL ON 10th February, 2018

Dear Sir,
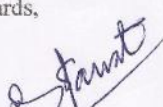
The committee members of Disaster Management committee of our College are organizing a Mock drill on 10th February, 2018 to bring awareness among the staff & students on Disaster Management/ fire fighting in case of any mishap.

The Mock drill will start at 11:00 a.m. with alarming a siren at College premises. Our volunteers will be manning the fire exercise drill and escape route.

We request you to witness the mock drill and guide us for correcting the standard operating procedure.

Thanking you.

Regards,

(Dr N.N. Sawant)
Principal

CC:
1. Sanjaya Kumar Swain, Convener, Disaster Management Committee of Parvatibai Chowgule College, Gogal, Margao – Goa.
2. Mr Sameer Dessai, Estate Manager, Parvatibai Chowgule College, Gogal, Margao – Goa.

5/2/18   DESPATCHER
DIRECTORATE OF FIRE & EMERGENCY SERVICES
SOUTH ZONE, MARGAO-GOA-403 601

C I R C U L A R

Sub: Regarding National Disaster management Guidelines Safety Policy.

The National Disaster Management Authority (NDMA) formulated the National Disaster Management Guidelines on School Safety Policy in 2016 with a vision of safety of school children. This is a mandatory statutory requirement to be implemented in each of the schools in the country.

It is therefore, enjoyed upon all the Heads of the Government/ Government-Aided/Unaided Educational Institutions in the State of Goa are hereby requested to take measures necessary for prevention of disasters, mitigation, preparedness and capacity building in accordance with the guidelines laid down by the National Authority and the State Authority.

(G. P. Bhat)
Director of Education

To,

The Heads of all Govt./Govt. aided/Unaided Secondary and Higher Secondary Schools in Goa.

Copy to :-

1. The Dy. Director of Education, North/South/Central Educational Zone , Mapusa/Margao/Panaji.
2. The A.D.E.I's of all the Talukas.
3. The Nodal Officer IT, for uploading on website of this Directorate.

Lecture at Upper Auditorium under Star DBT program
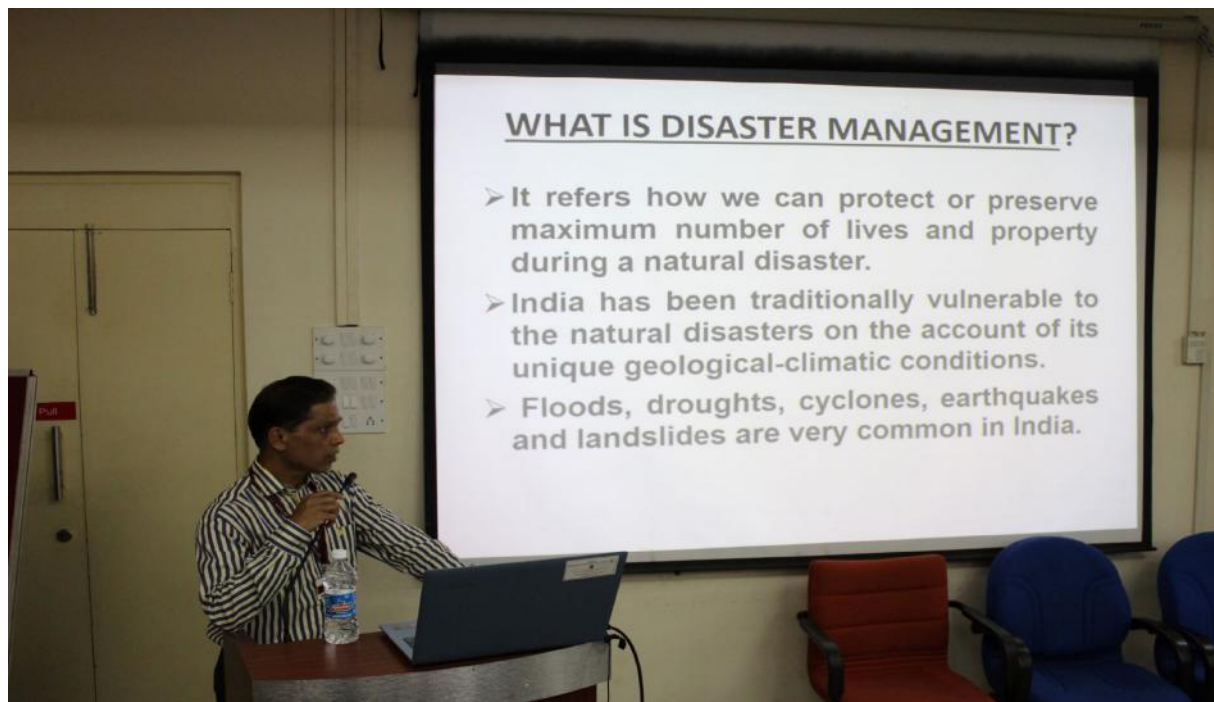
INTERNSHIP AND PLACEMENTS

1. INTRODUCTION

The Internship and Placement Committee of the College aims at fine tuning undergraduate interns, graduates and post graduates to the needs of market for employment as well as create a bridge for students and prospective employers to enhance the employment prospects for the graduates and post graduate students.

1. AIM/OBJECTIVES

- Bridging the gap between academic domain knowledge of students and the industry requirements through internships
- Training of students to handle the challenges of market needs before graduating
- Providing an insight to a student with respect to his career choice before graduation
- Training of undergraduate students for internships
- Co-ordinating internships of students with concerned college department as well as internship organisation
- Managing the post-internship procedure
- Certifying the completion of internship by students for Credits allotment
- Providing a platform for undergraduate and post graduate students for placement
- Training of undergraduate and post graduate students for placement Create student portfolios for the perusal of employers
- Identifying and approaching prospective employers for on-campus and off-campus placements and catering to specific placement needs of the employers and students

2. COMPOSITION (MEMBER):

- Sachin Kakodkar (Convener)

- Mahesh Matha

- Anil Yedage

- Lactina Gonslaves

- Madhavi Motankar

- Pio Colaco

3. FUNCTIONS OF THE COMMITTEE

- Managing internship application/ registration of the students
- Carrying out the pre-internship training of the student interns
- Processing of internship applications of the students with concerned department as well as internship organisation
- Oversee completion of internship process by the student with the help of concerned college department
- Certifying the completion of internship by students and onward submission for Credits allotment
- Training of undergraduate and post graduate students for placement
- Create student portfolios for the perusal of employers
- Managing the Internship/Placement records of the students
- Identifying and approaching prospective employers for on-campus and off-campus placements
- Catering to specific placement needs of the employers and students

4. PROCEDURE OF FUNCTIONING

A. INTERNSHIP

INTERNSHIP APPLICATION/REGISTRATION

All Interns must apply to the internship cell/ Internship coordinator in your department through a well written email (and attach their resume to the email (find attached format in annexure). The Internship Office/Tiger Studio will maintain 2 files (hard copies) of students doing internship.

PRE-REQUISITES FOR ACADEMIC INTERNSHIP

1. Internship Orientation Program

A mandatory meeting, that students must attend, held at the beginning of the semester prior to their internship. During this meeting, students will learn about the internship program and the steps they must take before being allowed to participate in an internship.

The objectives of the orientation are as follows:

a. Help a student understand the importance of the internship.

b. Convey to students the procedures involved in the three stages of their internship (pre-internship, internship and post-internship).

c. Create a favourable impression and expectations of their internship at their respective organization.

2. Personality development training

Students applying for internship shall undergo personality development and business communication training prior to commencement of internship.

The objectives of the training are as follows:

a. To enhance students' self-image through personal grooming

b. Enable students to be more confident in their body language and presentation in a work environment.

3. Meditation Classes (12 Sessions)

Every Student should also undergo 12 sessions (anytime within 1 academic year) of Mediation which will be conducted in Chowgule Fitness Centre on Saturdays between 9.00am to 9.30am. These sessions are Free of Cost for all students. The student will have to register at the Meditation session with Ms. Rajalaxmi by coming atleast 15 minutes before their first session.

4. Pre-Internship file

This file has to be submitted by the student prior to commencement of the internship. The file shall contain the following:

a. Well written email/ cover letter mentioning the following details:
   Name of student, roll number, class and subject, name and address of organization, Person in charge at organisation and designation, internship profile.

b. Well written Resume.

c. Fitness certificate from a Local General Practitioner declaring the student physically fit to undergo internship.

d. Attendance sheet of Free 12 Meditation sessions attended at College.

e. Attendance sheet for personality development classes attended at College.

f. Duly filled-in and signed pre-internship checklist (See annexure below).

g. A 500 word essay explaining why the particular organization was chosen.

This will be followed by a personal counseling session where the student will be given guidelines before joining the organisation.

The college will then provide an Internship request Letter to the concerned organization.

POST INTERNSHIP

1. Internship Presentation

Students shall create a 15-minute presentation detailing their work experience during their internship. The presentation shall contain their job description, details of interactions had with members of the organization, learning experience, and photos/videos if possible.

2. Post Internship File

This file shall be compiled by the student on successful completion of the internship.

The file shall contain the following:

a. Internship Report (Minimum 2 pages)

b. Internship Letter/ Letter of Commendation from the organisation confirming completion of minimum of 120 hour of Internship

c. Feedback form from the employer.

d. A certificate to stating that the pre & post internship procedures have been followed.

INTERNSHIP GUIDELINES

The last date of application for internship request letter is atleast 1 month before a student starts his/her internship. The deadline for Summer Internships is 15th of April every year.

The Intern must notify the internship coordinator at their respective department about the internship at least 1 month prior to starting the internship. (for e.g. if a student wants to do the internship in Summer Vacation from May 1st to May 30th, the internship application must be sent on or before 30th March of that academic year)

All interns must write a two-page Internship Report to the internship cell, your internship coordinator at the department and your mentor at the end of the internship (find attached in annexure) and submit as a soft copy through an email on along with the Internship letter/ commendation letter provided by the employer.

ANNEXURES

1. Internship Resume

Name
Contact Number and Email id
Address
<u>Objective:</u>

Please introduce yourself briefly and mention clearly what kind of work interests you, and where you would like to work.

<u>Education:</u>

> Presently studying < Specify Subject and Year of Study > at Parvatibai Chowgule College of Arts and Science, Margao, Goa, India.
> Higher Secondary School Certificate (Science), Second Class, 2016, <Name of College >
> Secondary School Certificate, Distinction, 2013 <Name of School>

Skills:

Mention what makes you distinct from others...what are the things you can do through your skills.

Mention any project/s that you have done at school/college

<u>Other Qualifications:</u>

Any Projects, community work experience, assignments that you have done in past which makes you feel good about yourself.

<u>Extracurricular activities:</u>

Mention what have you attended at college/ school

Participated in activities, Club Memberships etc.

<u>Sports:</u>

Mention what you have participated at college/school level

Internship Report

Cover Page

Internship Report

Internship Program at:

(Organization Name and Address)

Date (E.g. 1st November – 2nd December 2019)

Name of Student:

Roll No:

Internship Profile:

Class and Subject:

Number of Hours completed:

Introduction:

Brief Introduction of the Organization and the department the Intern is placed.

Objectives/expectations of the internship:

Mention briefly the objective/ Aim of the internship

Brief overview of actual work done

Mention in Points what were the major tasks undertaken by the student as an intern.

Observation, challenges and suggestions
Mention in detail the Observations and Challenges faced as an intern

Conclusions:
Mention in points the learning of the internship.

P.S. The Internship Report has to be atleast 2 pages long (*besides the cover page*).

Internship Letter from Employer/ Letter of Commendation

[Company Logo / Letter Head]

Letter of Commendation

Ref: Date:

This is to certify that Mr./Ms. …………………….....,, student of Parvatibai Chowgule College of Arts & Science, Margao - Goa, has successfully completed an Internship Training Programme/ Observership for 120 hours at this

M/S………………………...from_____, 2019 to_____ 2019.

(Name of the Branch/Company)

The intern carried out (specify jobs assigned to her/him)

1. …………………………………………….
2. …………………………………………….
3. …………………………………………….
4. ……………………………………………
5. ……………………………………………

During this programme, he/she worked as a member of our team. He/she has fulfilled our expectations.

We wish him/her every success.

For, _____(Name of the Company)

_____

Authorized Signatory

_____

Designation

Internship Checklist

Name of Student: _____
Roll No: _____ Class: _____

Sr. No.	Activity	Yes/No	In charge Sign
1	Well written email/ cover letter		
2	Well written Resume		
3	Fitness certificate from a Local General Practitioner		
4	Meditation sessions		
5	Personality development classes		
6	Internship orientation class		
7	A 500-word essay		

B. PLACEMENTS

1. Training of students for placements

The Third year B. A. / B. Sc. students as well as Final Year Post graduate students will be trained for placements. The following talks will be conducted.

- Session on resume writing
- Career opportunities and their choice
- Personal grooming and soft skills

It shall be mandatory on every Final Year student to submit a well documented resume after completion of Semester V to the Committee for onward submission to a prospective employer.

2. Portfolios of Post-graduate students

- Portfolios will be created for all postgraduate students with the help of respective department so as to enable placement opportunities.
- The student profile as well as their choice of career opportunities will be highlighted for the perusal of prospective employers.
- The portfolios will also be forwarded to prospective employers for off campus and on campus placements.

3. Placement

- On campus placements based on employer requests for specific profile will be dealt with the help of faculty in concerned field of expertise and suitable student candidates will be identified for the profile. The prospective candidates will be apprised of the needs and other requirements of the prospective employer and interviews will be conducted on college campus with the help of prospective employers for Science and Arts graduates and post graduates as well as B. Voc. Students.
- Off campus placements based on employer requests for specific profile will be dealt with the help of faculty in concerned field of expertise and suitable student candidates will be identified for the profile and the prospective candidates will be apprised of the needs and other requirements of the prospective employer to facilitate the placement process.
- Prospective employers will be will be identified by the Committee in specific cases and will be requested to conduct placements on or off campus as desired by the prospective employers.
- Any student desirous of taking up a job of a specific kind will be aided by the Placement Committee in identifying prospective employers as well as training for the domain of the job

profile (in case specific expertise in the concerned profile is available) as well as in logistics in specific cases.

- Any employer desirous of a specific portfolio from the graduates and undergraduates will be aided by the Placement Committee in identifying suitable students as well as training for the domain of the job profile (in case specific expertise in the concerned profile is available).

- The Committee in certain cases shall cater to specific logistic needs of a prospective employer for on campus or off campus placements as the need arises after prior consultation and consent of the college authorities.

NSS 2019-2020

Tentative   Programmes June-Dec 2019

Programme Officers   Chief Programme Officer
1. Mayuri Naik   Pradeep Jatal
2.   Ashish Ashwini
3. Vanesha Colaco

Objectives of National Service Scheme (NSS)

- Understand the community in which they work
- Understand themselves in relation to their community
- Identify the needs and problems of the community and involve them in problem-solving
- Develop among themselves a sense of social and civic responsibility
- Utilize their knowledge in finding practical solutions to individual and community problems
- Develop competence required for group-living and sharing of responsibilities
- Gain skills in mobilizing community participation
- Acquire leadership qualities and democratic attitudes
- Develop capacity to meet emergencies and natural disasters and
- Practice national integration and social harmony

PROCESS

- 350 Students shall be enrolled as volunteers for the academic year 2019-2020.
- The volunteers have already undergone as NSS orientation programme apprising the volunteers of their duties.
- Volunteers will be intimated about activities organized by the college on College website.
- The volunteers shall actively participate in the activities organized by NSS unit.
- The NSS activities have been classified as on campus and off campus activities with special emphasis on activities to be conducted in adopted village of Rumdamol-Davorlim.
- NSS volunteers are expected to keep the record of their work in the NSS diary.
- Volunteers shall be encouraged to attend NSS Annual Special Rural Camp as well as various state level and national level camps. Duty leave shall be provided to volunteers in such cases.

PROTOCOL

- NSS Programme officers shall guide the volunteers in activities.
- The volunteers shall maintain discipline at work.
- Volunteers should give due intimation to their parents/guardians about off campus activities.
- Volunteers should procure safety materials required for manual activities on their own.

- Only the activities that are organized/assisted by NSS unit of college will be considered for NSS credit hours.
- However any other activity of social impact done by the volunteer with prior permission of NSS programme officers may be considered for NSS credit hours.
- Blood donation being a holistic activity is however exempt from the above condition of prior permission. Any volunteer upon producing a valid blood donation card on his/her name shall be credited with 15 NSS credit hours.
- The work records should be submitted semester-wise by the volunteers.
- Activities conducted shall be periodically updated on college website.

Motto:

The Motto of NSS "Not Me But You", reflects the essence of democratic living and upholds the need for self-less service. NSS helps the students develop appreciation to other person's point of view and also show consideration to '/other living beings. The philosophy of the NSS is well doctrined in this motto, which underlines/on the belief that the welfare .of an individual is ultimately dependent on the welfare of the society on the whole and therefore, the NSS volunteers shall strive for the well-being of the society.

Maintenance of record.

Diary is maintained.

Earning credit: A student who completes required number of hours will be awarded credits.

60hrs= 2 credits.

120 hrs=4 credits.

SR. NO	ON CAMPUS		Sr. No	OFF CAMPUS	
	Activities	**Date/Month**		**Activities**	**Date/Month**
1	**National Yoga Day**	**21st June**	1	**Adopted Village** -Cloth Bag -Open Defecation -Ground Cleaning	August September December
2	**Orientation Programme for NSS**	**12th July**			
3	**NSS Enrolment**	**13th &17th July**			
4	**Drugs and Alcohol Abuse (Police Dept Fatorda)**	**13th July**	2	**Old Age Home** -Culture Programme -Street Play	15 August September
5	**Open Discussion on NSS activities**	**26th July**			

				-Campus Cleaning	December
6	**NSS Inaugural Function**	**2nd August**			
7	Campus Cleaning	Every Friday			
8	Campus Beautification	Every Friday Sept / Oct			
10	Blood Donation	30th August			
11	Self Defiance for girl	November			
12	Water Harvesting(Geog)	September			
13	Organic Farming (Biotech)	December			
14	National Yoga Day	21st June	3	National Games (Nova)	1st Nov -16 November
15	Independence Day	15th August	4	Beach Cleaning	Last Sunday of Month
16	Sadbhavana Day	20th August	5	NSS Rural Camp	November (After Exam)
17	International Literacy Day	8th September	6	Eye Checkup (Camp)	November
18	International Peace Day	15th September	7	Dental Health	November
19	NSS Day	24th September	8	Road Safety	Sept/Dec
20	National Blood Day	1st October			
21	Gandhi Jayanti	2nd October			
22	National Integration Day	19th November			
23	Constitution Day	26th November			
24	World Aids Day	1st December			
25	World Human Right Day	10th December			
001	**Swacchata Pakhavda**	**1st to 15th August 2019**			

INSTITUTIONAL ETHICS COMMITTEE GUIDELINES
PARVATIBAI CHOWGULE COLLEGE OF ARTS AND SCIENCE(AUTONOMOUS), GOGOL MARGAO GOA

1

INSTITUTIONAL ETHICS COMMITTEE
OF
PARVATIBAI CHOWGULE COLLEGE OF ARTS AND SCIENCE
(IEC-PCCAS)

PREAMBLE: As an academic and research educational institution the college has constituted 'Institutional Ethics Committee – Parvatibai Chowgule College of Arts and Science' (IEC-PCCAS). All proposals on social and biomedical research in Chowgule College involving human participants should be cleared by IEC-PCCAS to safeguard the welfare and the rights of the participants. This IEC is entrusted the task of reviewing the proposed 'research protocol' prior to submission of project proposals and thereafter for monitoring the approved programmes to foresee the compliance of the ethics during the period of the project.

IEC-PCCAS will provide advice to the researchers on all aspects of the welfare and safety of the research participants or ensuring the scientific soundness of the proposed research.

THE MAJOR GOALS OF IEC-PCCAS:

1.   To ensure that any research using human beings as participants in PCCAS shall follow the standards and principles prescribed in the Indian Council of Medical research (ICMR) Ethical Guidelines.

2.   To protect the dignity, rights and well-being of the potential research participants.

'Ethical clearance certificate' by Institutional Ethics committee is essential for faculty researchers who submit research proposals to research funding bodies. This is also applicable to Students carrying out research which involves interviews/ survey based studies / epidemiological studies /, collection of human samples etc.

INSTITUTIONAL ETHICS COMMITTEE GUIDELINES
PARVATIBAI CHOWGULE COLLEGE OF ARTS AND SCIENCE(AUTONOMOUS), GOGOL MARGAO GOA

2

COMPOSITION:

IEC-PCCAS consists of the following members as per the ethical guidelines for biomedical research on human participants, Indian Council of Medical Research, New Delhi, 2006. The composition of the IEC-PCCAS committee is as follows:

Designation	Name of the members	Representative
Chairperson	Dr. Philip Mascarenhas	Clinician
Dy. Chairperson	Dr. Nandkumar Sawant	Institutional head and Social scientist
Member Secretary	Dr. Nandini Vaz Fernandes	Persons - basic medical science area
Members	Dr. Kanchana R	
	Dr. Manoj Borkar	
	Ms. Gautami Raikar	Legal expert
	Dr. Preetesh Kote	Clinician
	Dr. Sachin Moraes	Philosopher / Sociologist.
	Dr. Sanjay Gaikwad	General representative
	Mr. Andrew Barretto	

WHO NEEDS TO APPLY FOR ETHICAL CLEARANCE:

'Ethical clearance certificate' by Institutional Ethics committee is essential for researchers /research scholars who submit research proposals to research funding bodies and students undertaking research on human subjects.

a. Researchers planning to work with human subjects need to get ethical clearance before starting their research. This is applicable to Students carrying out research which involves interviews/ survey based studies / epidemiological studies /, collection of human samples etc.

b. Researchers applying for funding need to obtain ethical clearance before submitting it to funding agency.

PROCEDURE OF APPLYING:

a. The researcher seeking IEC approval will submit duly filled Institutional Ethical Approval form (IEA form) to the IEC-PCCAS.

INSTITUTIONAL ETHICS COMMITTEE GUIDELINES
PARVATIBAI CHOWGULE COLLEGE OF ARTS AND SCIENCE(AUTONOMOUS), GOGOL MARGAO GOA

3

b. The IEA form should be accompanied by 02 copies of Synopsis of the project (for survey based research) or 02 copies of Project proposal (for those submitting proposals for availing funds).

c. The Form should also be accompanied by necessary 'Consent' form of participants and questionnaire designed for the study.

d. The same needs to be addressed to the chairperson IEC-PCCAS/Dy-Chairperson IEC-PCCAS and submitted in the office.

PROCESS:

1) The forms received by IEC-PCCAS will be received by IEC's member-secretary or secretariat from the Chairperson/Dy-Chairperson.

2) IEC's member-secretary or secretariat shall evaluate the possible risks to the participants as per ICMR guidelines with proper justification, the expected benefits and adequacy of documentation for ensuring privacy, confidentiality and the justice issues.

3) The IEC's member-secretary or secretariat shall screen the proposals for their completeness and depending on the risk involved categorize them into three types, namely:
    i.   Exemption from review
    ii.   Expedited review
    iii. Full review

4) Proposals categorized as 'Exemption from review' shall be reviewed and approved by sub-committee of IEC, constituted by co-chairperson, member secretary and one or two members of IEC-PCCAS.

5) Sub-committee of IEC can issue certificates for those proposals categorized as 'Exemption from review'.

6) Sub-committee of IEC can also scrutinize emergency proposals (with immediate deadlines). However the same needs to be intimated to all the IEC members in the next meeting.

7) Those proposals that are categorized as 'Expedited review' / 'Full review' will be put across to IEC, which will immediately (in a week's time) conduct a meeting for ethical clearance to the projects that have obtained technical clearance from member secretary.

8) The IEC shall review every research proposals received for biomedical research on human participants and furnish the report as given in reviewer's format of IEC.

INSTITUTIONAL ETHICS COMMITTEE GUIDELINES
PARVATIBAI CHOWGULE COLLEGE OF ARTS AND SCIENCE(AUTONOMOUS), GOGOL MARGAO GOA

4

9) The IEC may continue reviewing approved projects for continuation, new information, adverse event monitoring, follow-up and later after completion if need be.

ANNEXURES:

1) Ethical Clearance Approval form
2) Survey Based Consent Form
3) Survey Based detailed consent form
4) Survey based Information sheet
5) Ethical Review Report Format

Member Secretary
IEC-PCCAS

Principal   **Vice President**
Parvatibai Chowgule College   Parvatibai Chowgule College
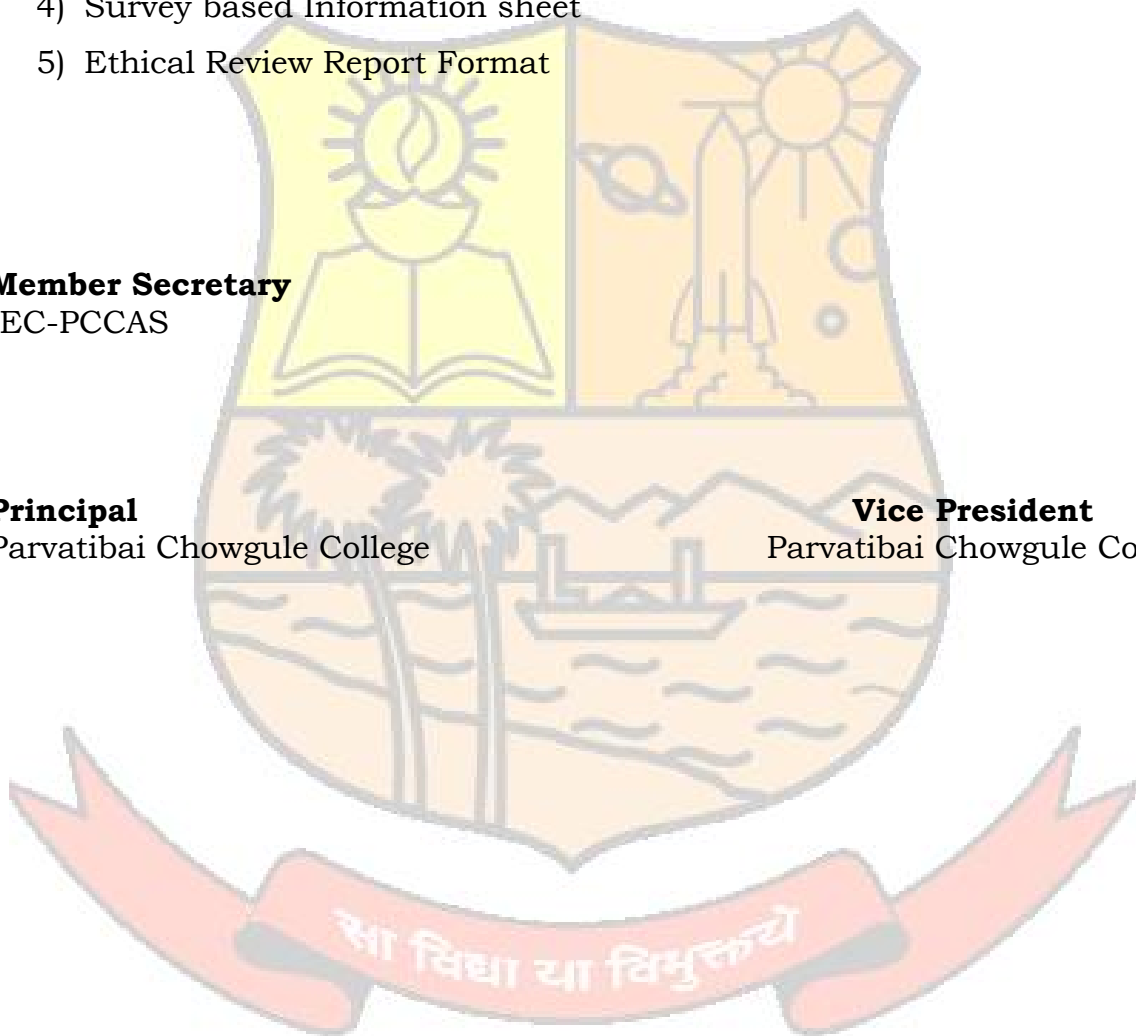
DISSCETION MONITORING COMMITTEE
OF
PARVATIBAI CHOWGULE COLLEGE OF ARTS AND SCIENCE

PREAMBLE:

UGC has recommended discontinuation of Dissection of animals in zoology/Life Sciences in phased out manner. In view of this the college has constituted Dissection monitoring Committee to look into the implementation of the recommendations of UGC approved by MHRD.

OBJECTIVES:

1. To phase out use of animals for dissection in the college.
2. Look at appropriate technology based alternatives to replace dissections.
3. Look into use of animals and approve any organism to be permitted for dissection for Post graduate courses.

COMPOSITION:

Dissection Monitoring Committee consists of the following members:

Designation	Name of the members
Chairperson	Nandini Vaz Fernandes
Members	Madhu Balekai
	Tessa Vaz
	Kanchana R.
	S. G. Bhosale
	Manoj Borkar

PROCESS:

1) Powers of DFC, tenure and general functioning will be as per the UGC guidelines (*document attached as thread).*
2) The DMC will look at removal of dissections of animals from the curriculum.
3) The DMC will have meetings with BOS chairpersons of Life Science departments to implement the recommendations given.
4) The curriculum needs to be revised base on inputs of DMC to accommodate guidelines of UGC.

DISSECTION MONITORING COMMITTEE GUIDELINES
PARVATIBAI CHOWGULE COLLEGE OF ARTS AND SCIENCE(AUTONOMOUS), GOGOL MARGAO GOA

2

Co-Ordinator
DMC Committee

Chairperson & Principal   **Vice President**
Parvatibai Chowgule College   Parvatibai Chowgule College
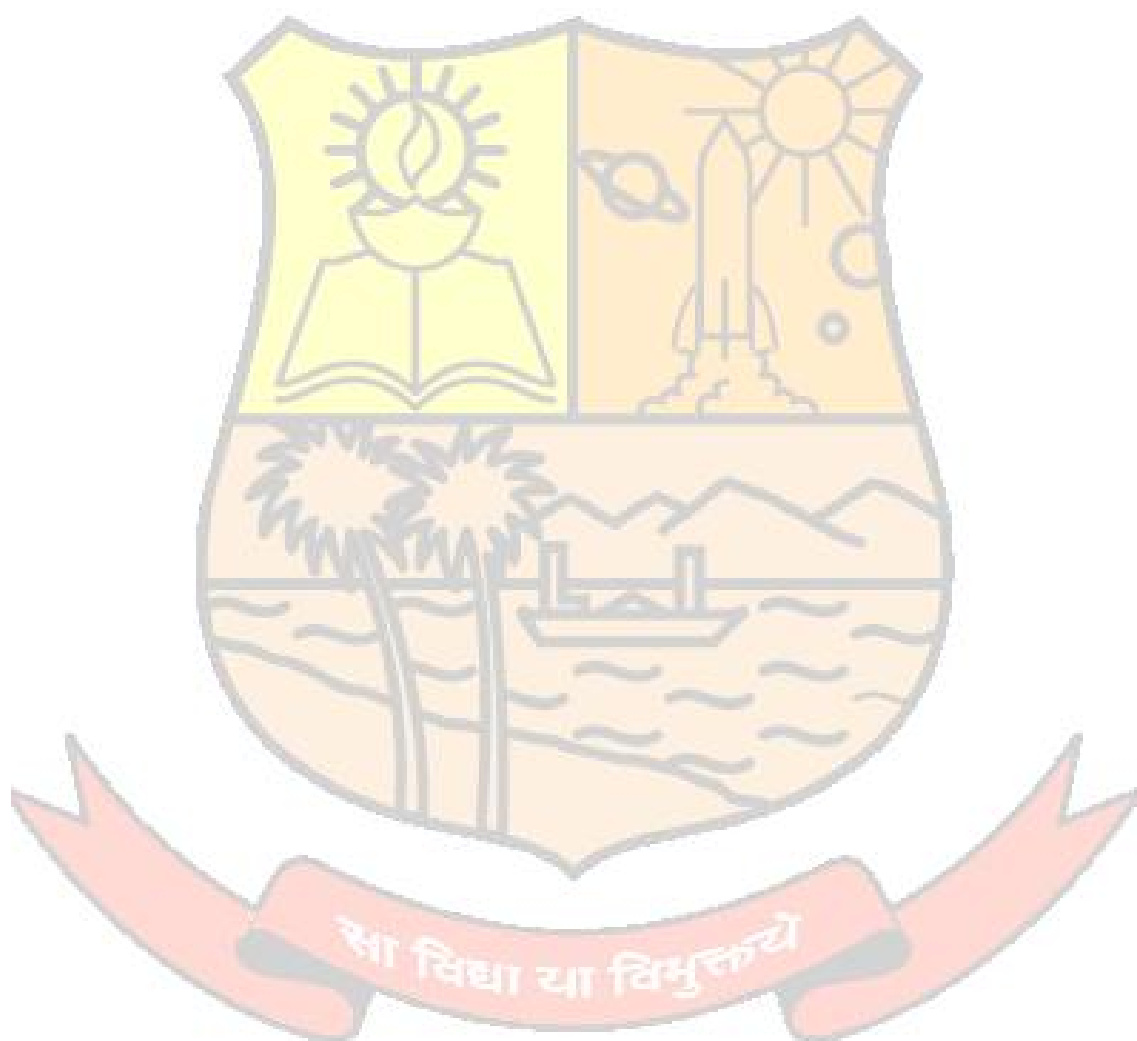
University Grants Commission, New Delhi

Guidelines for discontinuation of dissection and animal experimentation in Zoology/ Life Sciences in a phased manner

A) Pre-amble:

Animal dissection as an aspect of Zoology curriculum is about ninety year old. Over the years there has been a tremendous expansion of knowledge content of Zoology in the light of emergence of newer branches such as biodiversity, biochemistry, biophysics, molecular biology, etc. Thus, in the contemporary scenario, there is over-emphasis of learning of anatomy as laboratory exercises. It has been felt that the curriculum must be revamped to accommodate the latest developments where in there is pertinent need to underplay animal dissections. Further, when there were fewer higher learning institutions and fewer students, fewer animals were used in dissections. Now the number of such institutions has become manifold and more than a million students take to programs requiring animals for dissections. Most of these animals are caught from the wild, and their indiscriminate removal from the natural habitats disrupts the biodiversity and ecological balance. Thus, use of animals in dissections has come to be a factor compounding with habitat loss, pollution and climate changes in depletion of animal populations. It is a fact that the demand for dissection specimens increases pressure on threatened species. The case of frogs, the population of which has declined to alarming levels in the recent times, is often cited as the example. Also, it has been noticed that laws/regulations/guidelines about animals and their welfare are not taken to cognizance while prescribing animal use in the curriculum. Citing these and other reasons, representations have been received at the University Grants Commission (UGC) office with request to review the use of animals in education, particularly in dissections. In consideration of the seriousness of the issue, UGC convened an Expert Committee, and after a brain-storming session, the Committee came up with specific recommendations in this regard. These recommendations aimed at suggesting to the UGC to take up the issue of discontinuation of dissection and animal experimentation in Zoology/ Life Sciences in

a phased manner. The Committee believes that these recommendations, which are in the form of 'immediate actions' and 'long term actions', may be treated as a 'road map' for curricular transformation in Zoology/Life Sciences in the Indian Universities and Colleges. The recommendations were approved by the UGC and Ministry of Human Resource Development (MHRD), and the following Guidelines are issued for the implementation of these recommendations. These Guidelines will apply to all departments in universities and colleges which deal with animals in teaching and learning.

B) Objective/Aim to be achieved:

Dissection of animals for class work is to be replaced in a phased manner with the acquisition of appropriate technology and the development of human resources for the same.

B.1) Immediate Actions:

B.1.1) Recommendation 1:

All Institutions of Higher Education to strictly adhere to the Wild Life Protection Act, 1972 and the Prevention of Cruelty to Animals Act, 1960.

Guideline 1:

The Constitution of India, under Section 51A (G) states, "it shall be the duty of every citizen of India to protect and improve natural environment including forests, lakes, rivers and wildlife, and to have compassion for all living creatures". Sec 17.1 (d) of the Prevention of Cruelty to Animals Act, 1960, requires that experiments on animals are avoided wherever it is possible to do so; as for example; in medical schools, hospitals, colleges and the like, if other teaching devices such as books, models, films and the like, may equally suffice, and Sec 17 (f) requires that, as far as possible, experiments on animals are not performed merely for the purpose of acquiring manual skill. The Wildlife Protection Act, 1972, amended from time to time, has all Elasmobranchii (sharks and rays) included in the Schedule I, and all frogs belonging to genus Rana included under Schedule IV. Therefore, all educational institutions coming under the purview of UGC

shall prescribe laboratory curriculum involving animals in such a way to be compassionate with the animals, avoid experiments on animals, wherever possible, and use alternatives in their place, experiments on animals are not performed merely for the purpose of acquiring manual skill, and not to use animals protected under the Wildlife Protection Act 1972, particularly frogs belonging to genus Rana and any elasmobranch fish, in laboratory exercises. It is important that the direction in UGC circular No. F.14-4/2006 (CPP II) is strictly adhered to. Further, "Animal Ethics" should be included as a chapter in an appropriate course of study. In order to sensitize the students and other stake-holders, the departments shall display the highlights of the Acts mentioned vide supra, in the laboratories and elsewhere. The Departments may also adopt other modalities to popularize the science and sentiments of the provisions of these Acts. The curriculum should be revised to accommodate this Guideline.

B.1.2) Recommendation 2:

All Institutions of Higher Education to constitute "Dissection Monitoring Committees" (DMC) to look into the use of animals, and UGC to provide guidelines for the same.

Guideline 2:

Every educational institution, coming under the purview of UGC, which is engaged in dissection of animals and experiments using animals, shall constitute a Dissection Monitoring Committee (DMC), the composition and powers of which shall be as follows:

1) The DMC shall be different from the Institutional Animal Ethics Committee (IAEC), under the purview of Committee for Purpose of Care and Supervision of Experimental Animals (CPCSEA), Department of Environment and Forests, Government of India. However, the DMC shall not have powers over-riding the powers of IAEC. For animals covered by the IAEC, the Standard Operating Procedures (SOPs) for IAECs prescribed by CPCSEA will apply.

2) The Head of the concerned Department shall be the Convener and Chairperson of DMC. Two senior faculty members of the concerned Department, one faculty member of a related Department from the same institution and one or two faculty

members of the concerned Department from a neighboring institution(s) shall be members.

3) The tenure of DMC shall be 2 years, and on expiry of a term, the DMC should be reconstituted wherein only the Convener and Chairperson (the Head of the Department) may continue for two or more terms if he/she happens to continue to be the Head of the Department.

4) A vacancy arising during the tenure of a DMC shall be filled with a faculty belonging to the respective category.

5) The DMC shall be convened by giving one week written notice to the members.

6) The quorum for the meeting shall be 3 out of 6 where in at least one member from the neighboring institution must be present.

7) The DMC shall meet at least once each semester/half year and approve/review use of animals in dissections/experiments for laboratory exercises, within the purview of the Guidelines here in.

8) It shall be the responsibility of DMC to ensure that animals that are permitted to be used for dissections/experiments in the Guidelines herein are procured from ethical sources, and not removed from the wild for these purposes, and transported to the laboratory without stress or strain to the animals if alive and anesthetized appropriately if they are to be used in dissections.

9) The Institution shall maintain appropriate records of procurement of animals, their transport if alive, number of animals used, use of anesthesia/euthanasia if applicable, etc.

10) The DMC shall scrutinize the records thus maintained.

B.1.3) Recommendation 3:

For both UG and PG programs, there shall be reduction in the number of animals for dissection and experimentation as well as in the number of species with all ethical considerations. Preference shall be given to laboratory bred animal models.

Guideline 3:

This recommendation will be largely applicable only to animal use in experiments excepting for ethical treatment of animals since the Recommendation 4 hereunder limits and specifies the animal use in dissections. Here in, animals used in experiments should be, to the best extent possible, procured from laboratory bred sources, especially breeders approved by CPCSEA in which case their use will be under the purview of IAEC. Removal of animals from their natural habitats should be best avoided.

B.1.4) Recommendation 4:

For UG: 'Only one species' to be adopted for 'demonstration only' by the faculty and 'students should not do any dissection'. In lieu of this, Curriculum must be developed to encourage students to take up field work.

Guideline 4:

4.1 For undergraduate programs, both at major and allied levels, the students shall not be required to dissect any animal. The Curriculum Board, if of the opinion that these students should be exposed to internal organization of animals, my prescribe anatomy of any one animal species which can be, bred/cultured on a large scale. Here, the teachers shall only demonstrate the dissection of one or more aspects of anatomy, which the students will observe and record. Coming to examination, if at all found necessary, the students may be required to flag label specific parts in the specimens already dissected by the teachers and kept ready.

4.2 The curriculum for Invertebrata and Chordata, as the case may be, theory as well as laboratory exercises, shall be oriented towards levels and patterns of organization, bio-systematics, biodiversity, adaptations, developmental stages, population dynamics, ecological implications, etc. The laboratory exercises here will make use of museum specimens (if only already available) and microscopic preparations, photographs, video clippings, models, charts, plastinated specimens, field observations combined with photography and/or videography, and so on. Intermittent field visits should be arranged. In extreme cases, the visits may be limited to an area in the vicinity of the college campus, such that the students become familiar with the fauna available in and around the place.

The Board of Studies should list the animals/animal groupings in the curriculum, in a flexible framework such that the final choice of the specimens, and not the number and category, will be at the user end. The examination here will be more oriented towards knowledge component rather than skill development.

4.3 If animal anatomy is emphasized, the laboratory learning may make use of plastinated dissected specimens and/or digital alternatives, which are now available from commercial sources in plenty, such as ProDissector Frog, BioLab Frog, DigiFrog, Dissection Works, and so on, information about which is available on the websites. Several such alternatives available on the websites and freely down-loadable may also be used. Many of these digital learning devices have modules for testing, which can be used to evaluate the students at the examination. Separate budgetary provision should be made by the concerned institution for the procurement of digital material and technology.

4.4 It is important that during the field visits the students shall only observe the animals and make record of the observations; the animals shall neither be killed nor removed from the natural habitat. To that effect, the students should be told about the importance of biodiversity and its conservation.

B.1.5) Recommendation 5:

For PG: Students shall have the option to perform dissection of 'selected species' as per the curriculum or to have a project related to biodiversity/biosystematics, etc.

Guideline 5:

5.1 The Guidelines 4.1-4.3 above will apply here by and large, but the dissection component will be a little more liberalized.

5.2 Here, the curriculum shall provide for a choice to be expressed by the students, whether to take to dissection of animals or go for a project related to biodiversity and/or biosystematics.

5.2.1 For those who opt for dissection, the curriculum may prescribe dissection of very few designated specimens, may be one from invertebrates and one from chordates. In the choice of the animal(s) here, the Guideline 4.1 above will strictly apply.

5.2.2 The PG students may be required to learn Physiology and such other subjects in the laboratory using computer simulation learning devices and avoid use of animals in experiments and, thus, their removal from the wild for this purpose.

5.2.3 Students who opt for the project shall be taken to field/museum visits and/or permitted to make use of ICT learning tools, and they will be provided with the necessary facilities. The examination here will assess the project report in terms of content, genuinity, knowledge gained, etc.

B.2) Long Term Actions:

B.2.1) Recommendation 1:
Human Resource Development through training programs towards adopting alternative modalities for animal dissection.

Guideline 6:
Guidelines 4.3 and 5.2.3 above touched upon digital alternatives for animal anatomy and physiology. These and several other digital alternatives are already available, and make laboratory learning much more rewarding than wet lab exercises. Since these are ICT based, the teachers need to be trained in these alternatives. The UGC shall sponsor 3-5 day dedicated workshops for this purpose through Academic Staff Colleges / University Departments / Colleges, with the help of Organizations with experience / expertise in the field.

B.2.2) Recommendation 2:
Software development for alternative modalities for animal dissection, experimentation and dissemination.

Guideline 7:

Even though digital alternatives/simulations are already available, it is important that newer software/simulations contextualized to the Indian context need to developed. Being one of the Software Giants of the World, appropriate software should be developed in India and be made available in downloadable form to the institutions without cost, as an aspect of INFLIBNET. To this effect UGC will organize a brain-storming session for an interaction between experts in dissections and/or experiments and software developers to be identified appropriately, and then arrange to develop the software either in a direct role of UGC or through a nodal agency/organization that will be identified.

B.2.3) Recommendation 3:

Empowering Zoology/Life Sciences departments with appropriate information communication technology (ICT) for implementing the above recommendations.

Guideline 8:
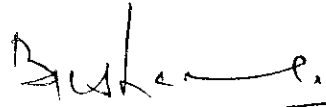
To facilitate the above said recommendations, all departments dealing with animals for teaching and learning should be empowered with infrastructure to adopt the ICT required for the purpose, for which additional assistance will be provided by the UGC.
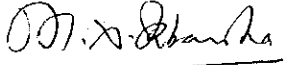
B.2.4) Recommendation 4:
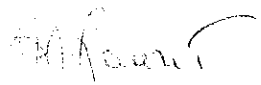
Curriculum related to invertebrates, vertebrates, etc., to be enriched with bio-systematics, population dynamics, evolution and bio-diversity, etc.

Guideline 9:

To achieve the above goals the subjects mentioned in the recommendations should be integrated as part of the curriculum of the respective disciplines. The approach could be as in the listed learning resources appended. The UGC will evolve a model curriculum in this regard.

13|6|11
(DR. B. K. SHARMA)

13/06/11
Dr. M. A. AKBARSHA

(Dr. KANGANATH)

Appendix 1.

- *Animal Diversity.* Cleveland P. Hickman, Larry S Roberts, Susan L. Keen, Allan Larson, David Eisenhour. McGraw-Hill Higher Education, 2008.
- *Animal Diversity.* Diana R. Kershaw. University Tutorial Press, 1984.
- *Animal Diversity: A Textbook of Invertebrate Zoology.* Eylers. Mosby, Incorporated, 1991.
- Laboratory Studies in Animal Diversity. Cleveland P. Hickman, Lee B. Kats. McGraw-Hill Higher Education, 2008.
- *Digital Zoology: Version 2.0 CD-ROM and Student Workbook.* Jon G. Houseman. McGraw-Hill, 2003.
- *Laboratory Studies in Animal Diversity.* Cleveland P. Hickman, Lee B. Kats, William C. Ober. McGraw-Hill, 2006.
- *Glencoe Science Modules: Life Science, Animal Diversity,* Student Edition. Lucy Daniel, Dinah Zike. McGraw-Hill, 2007.
- *Invertebrate Zoology: A Functional Evolutionary Approach.* Edward E. Ruppert, Richard S. Fox, Robert D. Barnes. Thomson-Brooks/Cole, 2004.
- *Invertebrate Zoology: A Laboratory Manual.* Robert L. Wallace, Walter Kingsley Taylor. Prentice Hall, 2002.
- *Vertebrate Zoology: An Experimental Field Approach.* Nelson G. Hairston. Cambridge University Press, 1994.
- *General Zoology Laboratory Guide.* Charles F. Lytle, John R. Meyer. McGraw-Hill Higher Education, 2008.

ACADEMIC AUDIT COMMITTEE
OF
PARVATIBAI CHOWGULE COLLEGE OF ARTS AND SCIENCE
(AAC-PCCAS)

PREAMBLE:

'Academic audit' is a basic component of the system of Academic Autonomy. Its purpose is to establish a process of self-appraisal as to how the academic programmes and initiatives of the College are being executed by individual teachers. It aims at verifying if the academic programmes and initiatives are in tune with the Vision and Mission of the College.

THE MAJOR GOALS OF AAC-PCCAS:

1. The Academic Audit Committee monitors the implementation of the Teaching-Learning-Evaluation processes by faculty members by verifying the following:

2. To check if faculty members implement/incorporate the initiatives taken by IQAC/Dean/Principal to enhance the quality of Teaching-Learning-Evaluation processes.

3. To give suggestions and propose initiatives for improving the academic processes at the departments.

COMPOSITION:

The composition of the Internal Academic Audit committee is as follows:

Chairperson	Coordinator	Name of the members
Principal	Dean- Faculty of Social Sciences	Head of department of Faculty of Social Sciences
	Dean- Faculty of Languages	Head of department of Faculty of Languages
	Dean- Faculty of Life Sciences	Head of department of Faculty Life Sciences
	Dean- Faculty of Physical Sciences	Head of department of Faculty of Physical Sciences

PROCESS:

1) All faculty members are expected to adhere to the college guidelines/policies of implementing the teaching-learning processes and evaluation processes as given by IQAC or Exam committee from time to time.

2) The expectations from faculty members as regards the parameters for audit checks are indicated in the Academic Audit Form.

3) Special initiatives taken by the dean are conveyed to the faculty members by the respective Dean.

4) Faculty are expected to maintain all records of the processes as given in the audit form along with necessary evidences.

5) The process of Audit will be done at the end of the odd or even semester or annually.

6) Audit process:

Course coordinator/in charge will submit duely filled Audit form *(Annexure-1)* signed by all course faculty sharing the course, to the head of the department at the end of every semester. The audit form should be submitted as soft and hard copy along with soft copy of all evidences.

The Head of the department/ Department faculty council (DFC) will verify all audit forms and evidences furnished and submit a 'Verification report'(*Annexure-2)* to the Dean in the 'Verification report format' provided.

Soft copies of all audit forms (course wise) will be submitted to the Dean's office by the Head of the departments of that faculty, along with the 'Verification report of HOD/DFC.

Duly signed hard copy of the Verification report also needs to be submitted in the office.

The Dean will thereafter have department wise Audit meeting at the end of the semester/year.

Each Dean will prepare consolidated report which will indicate observations, examples of exemplary practice, noting of areas for improvement. Suggestions and recommendations.

The suggestions given by the Dean will be conveyed to the Head of the Department for necessary action for improvement.

All Deans will prepare consolidated report and submit the same to the Principal for its annual report to University.

Principal   **Vice President**
Parvatibai Chowgule College   Parvatibai Chowgule College

ANNEXURE– I
Parvatibai Chowgule College of Arts and Science (Autonomous) Academic Audit Form for Academic Year 20__-20__

(To be filled by Faculty Members for each course)

Preamble:

The academic audit is a basic component of the system of Academic Autonomy. Its purpose is to establish a process of self-appraisal as to how the academic programmes and initiatives of the College are being executed by individual teachers.

It aims at verifying if the academic programmes and initiatives are in tune with the Vision and Mission of the College.

The academic audit encompasses the implementation of the teaching-learning-evaluation processes.

Name of the Faculty Member (Course Coordinator) _____

Name of the Faculty Member sharing the Course _____

Name of the Programme (B.A./B.Sc./B.Voc.)	
Subject:	
Semester:	
Course Title:	
Course Code:	
Credits:	

ACADEMIC AUDIT PARAMETERS

Part 1: Teaching – Learning
1. Teaching schedule

No. of contact hours assigned by BOS	Contact hours actually engaged*	Variance

*(Attendance report to be submitted in original)

2. Have you completed all the units/modules mentioned in the syllabus. YES/NO

3. Resources provided to students

Sr.No.	Resources Provided	Provided (YES/NO)
1.	Lecture Notes on CLAAP/Google Classroom(link)	
2.	Link to open Courses wares	
3.	Text books	
4.	Journal Articles	
5.	Audio Visual Resources	
Others Specify:		
6.a.		
6.b.		

Parvatibai Chowgule College of Arts and Science (Autonomous) Academic Audit Form for Academic Year 20__-20__

4. Methods used in teaching-learning and evaluation

Sr. No.	METHODS	Methods Used Tick (√)	Number of Times Used
1	Traditional Lecture Method		
2	Interactive Lecture Method		
3	Group Discussion		
4	Debate		
5	Problem Solving		
6	Student Presentation		
7	Out-door Experiments		
8	Experiential Learning		
9	Case Studies		
10	Laboratory Work		
11	Other Methods / Innovative (Specify)		
11a.			

5. Course Rating
   i. Do you feel the no. of lecture/s assigned were sufficient to teach this course. YES / NO

   Specify the reason/s _____

   ii. Is there a need to modify the syllabus? YES / NO
   Specify the reason/s (Based on the complexity of the content, industry needs etc.)

   _____

Part 2: Details of Evaluation

6. Review of Assessments

Sr.No.	Parameters	Test 1:	Test 2:	Test 3:	Test 4:
	All Assessments including Semester End Examination				
1.	Specify the modes of evaluation				
2.	Time Given for Answering the Assessment				
3.	No. of questions asked in the assessment				
4.	Unit Numbers in the Syllabus covered in the assessment (as per syllabus)				
5.	Percentage of marks assigned in Higher-order questions in the assessment				
6.	Marking Scheme disclosed to students in advance (Y/N).				
7.	Was the feedback on the assessment shared with students. (Y/N)				
8.	Type of documentation maintained for each assessment. Please provide details.				
9.	Date of Conduct of Assessment				
10.	Date of Declaration of Result				
11.	No. of Days Taken to Declare Results				

Parvatibai Chowgule College of Arts and Science (Autonomous) Academic Audit Form for Academic Year 20__-20__

7. Details of the Laboratory Hours and Experiments/Lab-work conducted:

Course Title: _____

No. of Laborotary hours assigned by BOS (a)	No. of Laborotary hours actually engaged (Specify Batch wise)(b)	No. of Laborotary hours variance Col (a-b) (c)	No. of Experiments /Practical completed by students as per BOS (d)	No. of Experiments/Practicals actually performed by students (specify batch-wise) (e)	No. of Laborotary hours variance Col (d-e) (f)

E -Journal Provided (Yes/No)	Marking Scheme for Assessment of Practical Work is Maintained and Disclosed to Students (Yes/No) (Please attach a copy of the Making Scheme)	Assessment result of practical work disclosed to students within a week (Yes/No)

Part 4: Innovations and Research

8. Contributions Towards Innovations and Research

Sr.No.	Areas	Describe Innovations/Research
1.	Teaching-Learning Processes	
2.	Evaluation Processes	
3.	Outreach Programme/ Processes	
4.	Research Programme	

Part 5: Feedback of the Course Coordinator

9. Are the course outcome achieved? YES / NO.   Specify with an example/s.

_____

10. Performance analysis of assessments.

_____

11. Attach the consolidated report of feedback obtained from the students with regards to the course.

_____

Declaration by the Faculty Member/s:

I, hereby certify that the above mentioned details are true to the best of my knowledge and belief.

1. _____, 2. _____, 3. _____
   Signature of Faculty Member/s

Parvatibai Chowgule College of Arts and Science (Autonomous) Academic Audit Form for Academic Year 20___-20___

	Remarks by Head's
12. Review of sample answer books to check for objectivity and uniformity of assessment. (Comparison with the model answer key) (A sample of 10% of total answer-books to be taken)	
13. Scrutiny of records of all Assessment	
14. Scrutiny of records of practical components to determine the method of assessment.	
15. Feedback obtained from the students with regards to the course. (Consolidated report)	

Audit Report: (For the use of Academic Audit Committee only)

Sr. No.	Observation	Tick the applicable observation
1.	Verified and found fully complied with	
2.	Verified and found partially complied with	
3.	Verified and not found complied with	

Remarks: _____

_____

Name and Signature of the Audit Members:

Name	Signature
1. _____	....
2. _____	....
3. _____	....

ANNEXURE II- VERIFICATION REPORT

Parvatibai Chowgule College of Arts and Science (Autonomous)
VERIFICATION REPORT OF ACADEMIC AUDIT BY HOD/DFC
BY
HEAD OF DEPARTMENT / DEPARTMENT FACULTY COUNCIL (20__- 20__)

NAME OF THE PROGRAMME:_____

SUBJECT:_____

REPORT OF ALL COURSES AUDITED FOR ODD/EVEN SEMESTER: I/III/V OR II/IV/VI

SR NO.	COURSE TITLE, COURSE CODE, SEMESTER	NAME OF THE FACULTY MEMBER	REPORT ON TEACHING -LEARNING	REPORT ON EVALUATION OF COURSE	REPORT ON INNOVATION

			Whether the course resources were uploaded on CLAAP/Google classroom:
			
			Whether sufficient resources were provided:
			
			Different types of resources provided:
			
			Variance of lectures engaged:
			  Theory-faculty wise:
			  practical – batch wise:
			
			Number and types of modes of teaching used:
			  Theory:
			  Practical:
			
			Suggestions offered for revision of course if any.
				Assessment dates & modes declared in advance on CLAAP/GC:
				
				Marking scheme discussed / explained and uploaded on CLAAP/GC:
				
				Weightage of marks justified:
				
				Number of assessments conducted for theory & or practical meets the requirement as per examination cell:
				
				More than 04 assessment modes used:
				
				 % of Higher order questions in each assessment mode:
				 SEE- lower order _% and higher order_%
				
				Documents furnished were satisfactory: Yes/No
					Describe process and outcome of the innovative practise.

Name and Signature of HOD /DFC members

Planning and Evaluation Committee

Aim

1. To review the development of the college and prepare annual report.
2. To prepare perspective plan for the college clearly defining short term, long term, medium term goals.
3. Set Benchmarks for the college.
4. The committee will meet at least twice a year.

Functions of Planning and Evaluation Committee:

1. To review the academic and other related activities of the college.
2. To review the students and faculty development programmes.
3. To visualize and formulate perspective plans for the development and growth of the college.
4. To formulate Master Plan for campus development, facilitating implementation of the provision of the perspective plan.
5. To draw new schemes of development for the college.
6. To plan for resource mobilization through industry interaction, consultancy and extra-mural funding.
7. To promote research, innovation and extension activities in the college campus.
8. To plan for sustaining the quality of education, quality improvement and accreditation of the college.

Planning and Evaluation Committee Members:

1. Nandkumar N. Sawant (Convener)
2. H.S.S. Nadkarni
3. Shaila R. Ghanti
4. Ananya Das
5. Ian Baretto
6. Kumaresh V.C.

Parvatibai Chowgule College of Arts and Science Autonomous , Margao – Goa

CREDITS FOR EXTRA CURRICULAR COURSES/ACTIVITIES

Objective: The main aim is to provide students hands on experience through internship and personality development through life skills and exchange programme.

Introduction: A graduating student from this college has to earn 130 credits (120 credits and 10 non academic/non-evaluative credits) Non evaluative credits include dance, music, NSS, NCC etc.

Whom to contact: For each of the activity, the college has appointed co-ordinator, who will help and assist students to get gainful credits.

Procedure:
   a) Students need to register in any classroom activity.
   b) On fulfillment of credits the student has to submit the certificate of completion to the co-ordinator.
   c) This will be sent to controller of Examination.

The following categories of extra-curricular courses are available to students under the undergraduate curriculum of Parvatibai Chowgule College of Arts and Science (Autonomous)

These are:

1. Music, Dance Programme
2. Sports Programme
3. NCC Programme
4. NSS Programme
5. Life-skills Programmes
6. Exchange Programme
7. Outreach Programme (initiated by Academic Departments of the College)
8. Fine Art

The policy pertaining to credits for the above extra-curricular courses /activities shall be as follows:

1. Extracurricular courses / activities carry a total of six credits, involving 180 hours of contact training / practice.
2. Students can choose any activity listed above and specialize in the activity fully to earn six credits. In such a case, he/ she will have to complete 180 hours of contact training in that chosen activity over the six semester period, but preferably in the first four semesters.
3. Students can also choose multiple activities from those listed above. In such a case, a student has to complete at least a minimum of 60 hours of contact training / practice in the activity to earn a minimum admissible two credits in any activity or course. Three such activities can be pursued by a student to earn the total of six credits. Students can schedule the training in these activities so as to complete it at one's own pace.
4. However, if a student opts to earn credits by participating in an exchange programme, then he/she has to actually work as part of the exchange programme for two weeks. This will fetch the student two credits. The remaining four credits can be earned by a student by opting for any other course /activity listed above.
5. A student should schedule the training, preferably, in such a way as to complete it within the first four

semesters. A student may complete this training in two semesters or may schedule it evenly over a four semesters' period so as to complete it at her/his own pace.

6. It is important that records of such training sessions are maintained accurately and in a transparent manner by a supervising authority responsible for it. These records must be vetted every semester by the faculty member overseeing the activity. It is important that College Clubs as well as outside institutes/trainers provide transparent records of the duration of contact training.

7. Every student should submit, every semester, authentic report about their training/participatio n in the extracurricular activity, and the number of contact hours maintained in it, to the College through the faculty in charge of the activity.

8. To impart training it is important that the Clubs have a structured training regime and the training programme is well scheduled with increasing level of difficulty as the training sequence progresses.

1. Enrolling for Music and Dance Programme:

A student opting for an activity under this head should enrol with the designated club/s of the College. The minimum duration of contact training will be 60 hours. Successful completion of 60 hours of training will entitle a student for the award of two credits.

In case such activity is not offered by any club of the College, a student, on seeking the permission from the College, may enrol with an accredited outside institute imparting such training or with an accredited outside trainer. Outside institutions approved for training are the Trinity College of Music, London, and Kalangan, Margao.

It is important that records of such training sessions are maintained accurately and in a transparent manner by a supervising authority responsible for it. These records must be vetted every semester by the faculty member overseeing the activity. It is important that College Clubs as well as outside institutes/trainers provide transparent records of the duration of contact training.

1. Enrolling for Sports Programme

A student has to enrol in sports activities as per the Sports Policy of the College. A student is required to enrol with a specific sports club of the College and attend the required number of practice and training sessions. Sixty hours of contact practice or training is the minimum required to obtain two credits. Students can choose to pursue only sports as an extra-curricular activity to earn the maximum of six credits by putting in 180 hours of contact practice or training over a period of six semesters, preferably the first four semesters.

2. Enrolling for the National Cadet Corps (NCC) Programme

A student should enrol in the NCC as per the NCC charter. Students need to complete a minimum of 60 contact hours of NCC training to be eligible for two credits. Minimum number of hours permitted to be completed in a semester is 30 hours. If a student wants to obtain all six credits of extra-curricular activities by opting for NCC, he/she has to continue with NCC in all the semesters so as to complete the 180 hours of contact sessions.

3. Enrolling for the National Service Scheme (NSS) Programme

A student should enrol in the NSS as per the NSS policy. Students need to complete a minimum of 60 contact hours of NSS work to be eligible for two credits. Minimum number of hours required to be completed in a semester is 30 hours. If a student wants to obtain all six credits of extra-curricular activities by opting for NSS, he/she may have to continue with NSS in all the six semesters so as to complete the 180 hours of contact sessions.

4. Enrolling for the Life -Skills Programme

Students may choose to pursue life-skills programme as one of the extracurricular courses. In such cases, students could pursue activities/training like public -speaking, leadership training, and other similar life-skill programmes accepted by the College. Students may enrol with clubs sponsored by the College for imparting such skills as the Toastmasters' Club for public speaking. Student Support services of the College conducts two life-skills courses: (1) Communication Skills and Self Management, and (2) Interpersonal Relationships and Conflict Resolution.

5. Enrolling for the Students' Exchange Programme

To be selected as participant of a students' exchange programme (International Exchange Programme – with educational institutions overseas – as well as National Exchange Programme – with educational institutions within the country but outside the state of Goa), students will have to apply to the College

when there is a call for such applications and comply with all the formalities of the selection process. Students will have to clearly follow the guidelines given to them on the Exchange Programmes. These guidelines include dos and don'ts before, during and after the programme. Students are expected to attend lectures, field-visits and/or laboratory work, present cultural programmes and behave in a manner consistent with being an ambassador of the College. On return from the exchange programme, students will have to present a report.

6. Enrolling for the Outreach Programme

Students may choose to get involved in the outreach programme initiated by the College or by the academic departments of the College. Outreach programmes will be notified by the College and by the academic department of the College from time to time. Conditions required to be fulfilled to obtain two credits are sixty hours of contact time. The students need to meet the other conditions specified above in this policy to obtain credits for the outreach programme.

7. Enrolling for Fine Art Programme

Students may choose to develop their skills in Fine Art. The student may approach the College for a Fine Art course of 60 hours duration involving 2 credits.

Table: Requirements for Earning Credits under Extra -curricular Activities

Sr. No.	Category	Minimum Credits	Minimum Contact Hours	Maximum Credits	Maximum Contact Hours	Confirmation Required
1	Music / Dance	2	60 Hours	6	180 Hours	Authentic Records
2	Sports	2	60 Hours	6	180 Hours	Authentic Records
3	National Cadet Corps	2	60 Hours	6	180 Hours	Authentic Records
4	National Service Scheme	2	60 Hours	6	180 Hours	Authentic Records
5	Life Skills Programme	2	60 Hours	6	180 Hours	Authentic Records
6	Student Exchange Programme	2	60 Hours	2	2 Weeks	Authentic Records
7	Outreach Programme	2	60 Hours	6	180 Hours	Authentic Records
8	Fine Art	2	60 Hours	6	180 Hours	Authentic Records

CREDITS FOR INTERNSHIP

Internship is a compulsory and an inherent part of the undergraduate curriculum of Parvatibai Chowgule College of Arts and Science (Autonomous). On successful completion of the internship programme a student will earn four credits. Successful completion means that a student has *participated in the internship programme for at least four week s* and *adhered to all the other requirements* of the programme. These include:

Strictly following the guidelines given to them while on internship. These guidelines include adhering to the dos and don'ts before, during and after the programme.

Attending the internship work in a manner deemed fit and expected of him or her as representative or ambassador of the College.

Presenting a report of his or her learning from internship after the return from the internship programme

The College visualizes internship, in the current form, to be course related rather than general. Hence it expects academic departments to get directly involved with internship programme and explore as well as monitor the internship opportunities pertaining to the students majoring in their courses.

As such, internship work of the students will be supervised by the respective academic department of the College. The department will obtain periodic feedback on the performance of the student during internship. It will also ask the student to make a presentation about his or her experience from internship and on the amount of skills and learning accumulated from internship.

Depending on the course, internship work for a student may be explored and pursued in organizations outside the College such as a manufacturing plant / commercial firm / laboratory / NGO / or in a department within the College.

Internship work outside the College should be pursued by a student during the summer and/or the winter vacations. A student should schedule the internship work in such a way as to complete it, preferably, by the end of the fourth semester.

Community Outreach Cell

Introduction:

The main objective of the community outreach programme is to reach out to the underprivileged sections of society and contribute positively to their social development. The key areas focused are Childhood Development, Caring the Aged and Underprivileged groups i.e. Orphans and Differently abled, Education and Youth and Welfare of Environment.

Vision:

To facilitate the student community to become socially responsible citizens and to be sensitive to the needs of the disadvantaged sections.

Values:

To imbibe the love and concern for others, students should dedicate themselves to community service, thereby shaping themselves as men and women for others.

Mission:

To create a society with committed youth to promote equality, Justice, education, health and environment for the underprivileged.

Aim:

To have a positive impact on the underprivileged sections of society and the society by large.

Objectives:

- To enable the students to learn social responsibility.

- To provide an exposure about underprivileged groups and create an ambience to reflect on the possible ways of intervention in their development.

- To learn from the people's experience and try to create facilities that would empower them.

- To make our institution and individuals to realize our duty towards serving the neighborhood communities.

Project Cycle:

Each Project (Activity) may be assigned hours based on the actual time and output, the sum total of all projects you are part of should give you 60 hours.

```
                    Assessing Needs

   Evaluation/Feedback              Planning


        Display of Outcome      Execution
```
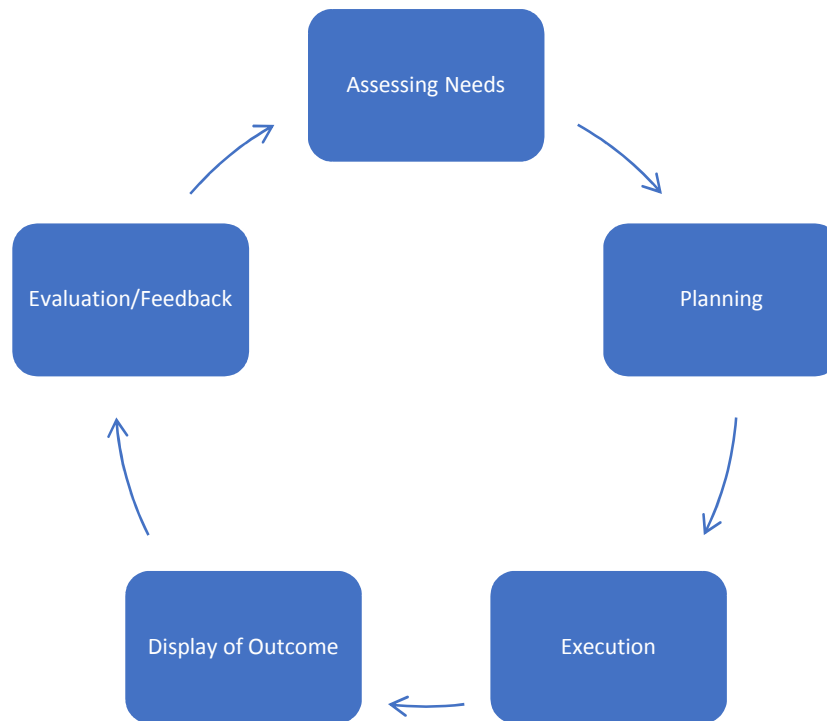
Role of the departments.

- Each Department to plan their projects (activities) based on their expertise and interest of students and faculty

- Each department may assign a project facilitator (Teacher)

- Project Facilitators shall provide with the list of activities as per the format provided by the college.

- Project facilitators may prepare their objectives/outcomes and Project specific rules and guidelines and share the same with the students at the time of registration for the community service programme.

- Facilitator shall orient the students with their community activities, expected outputs and itinerary of their visit (Orient students also about the guidelines)

- Document the community visit. Take pictures of the activities being conducted. Note observations and get full names of people whom the students interacted, if necessary, include their position or any relevant information.

- The Facilitator/student leader shall de-brief the student volunteers about the visit. Document any incidents that occurred during the visit as well as students' feedbacks, observations, comments and suggestions.

- Develop a plan of action for the next community visit.

- The last attendance of the students shall be taken after the class discussion and de-briefing.

- The Facilitator shall accomplish any of the required documents pertaining to the concluded community activity (Report, Attendance and other documentation)

- Each Department may assign the actual hours for each activity within a given project.

- At the end of the Project the facilitator may share the attendance of the students with the Social Credits coordinator.

Innovation and Incubation Cell(IIC)

Introduction

- Ministry of Human Resource Development (MHRD), Govt. of India has established 'MHRD's Innovation Cell (MIC)' to systematically foster the culture of Innovation amongst all Higher Education Institutions(HEIs).
- The primary mandate of MIC is to encourage, inspire and nurture young students by supporting them to work with new ideas and transform them into prototypes while they are informative years.
- MIC has envisioned encouraging creation of 'Institution's Innovation Council (IICs)' across selected HEIs to promote innovation in the Institution through multitudinous modes leading to an innovation promotion eco-system in the campuses.
- Keeping the above goal of MHRD in mind, Parvatibai Chowgule College of Arts & Science(Autonomous), Margao – Goa, established Innovation and Incubation Cell under the guidance of Principal, Dr.N.N.Sawant and Vice Principal, Dr.Shaila Ghanti.

Aim and Objective

- To facilitate entrepreneurship, which in turn leads to value creation and job creation
- To infuse technology-enabled real-world problem-solving skills into the Goan education system through collaboration between industry, academia
- To assist and nurture start-ups by students

Students and faculty engagement

- Create awareness and outreach to all stakeholders, primarily students and faculty members through web portal, newsletters, social media and frequent activities.
- In the beginning of every academic session, campaign to freshly inducted students to aware about the agendas and available support systems.

Infrastructure / other requirements to support student Start-ups

- Necessary soft infrastructure and digital tools should be availed at the innovation centre. Around 600 square feet of innovation space can be provided to start with for supporting for student innovation and entrepreneurship. Institute to pool in some common resources for different branches, streams, domain which can be shared through a common window to benefit students and innovators

- Human Resource to execute

- Student volunteers, interns, research assistants can also be added to the efforts of the Start-up cell.

- Resource mobilisation for supporting innovation and start-up initially institutional later through govt grants.

- Competent and expert human resources from outside need to be engaged so that student innovators can access them through single window facility at college level.

- Tie up with best incubators, accelerators, innovation promotion organizations and develop joint initiatives to support student innovators and start-ups.

- To include students of all disciplines.

- To ensure that most of the departments get involved in kick-start basic activities related to student innovations.

- Wi-Fi Connection

- Cubicle with Table and Chairs

Functions of IICs

- Conduct periodic meeting with the Committee members to discuss and promote the ideas of Students

- Promote the idea of students with the help of CIBA(Centre for Incubation and Business Acceleration), Goa, if found to have market potential.

- Identify and reward innovations and share success stories.

- Conduct workshop on IPR

- Help students to register their start-ups with UDYOG AADHAR, a Government Registration that is provided along with a recognition certificate and a unique number in order to certify small/medium businesses or enterprises.

- Conduct talks by Alumni who have well established startups.

- Conduct periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.
- Organize Hackathons, innovative idea competition etc. for the benefit of the Students
- Webcast the live telecast of India Leadership Talk Series organized by MHRD Innovation Cell(MIC) for Faculty and Students of the College

Procedure of functioning

- Student with an innovative and credible idea can approach the IIC
- The idea will be evaluated by technical experts as well as staff members of the IIC committee.
- If the idea is found to have a market potential, the student and his/her group will be allowed to utilize the resources of the incubation centre.
- For further details, contact :
  - Mr.D.Prabakaran (Email : vdp001@chowgules.ac.in)

Innovation and Incubation Cell Committee Members

Dr. Nandkumar N. Sawant (Convener)
Mr.D. Prabhakaran (Co-Convener)
Dr.Shaila Ghanti
Dr.R. Kanchana
Ms.Neeta Dhopeshwarker
Mr.Mahesh Matha
Mr.Abhishek Gudekar
Ms.Vallanka Dias
Ms.Aduja Naik
Ms.Mahalaxmi Badiguir
Ms.Aishwarya Babu

MEMORANDUM OF ASSOCIATION

OF

'ALUMNI ASSOCIATION OF CHOWGULE TIGERS' GOGOL, MARGAO, SALCETE - GOA

A. **Name of the Society: '**ALUMNI ASSOCIATION OF CHOWGULE TIGERS' GOGOL, MARGAO, SALCETE - GOA

B. **ADDRESS OF THE SOCIETY:**

C. **OBJECTIVES OF THE SOCIETY:**

i. To partner with the college as responsible member/s to achieve vision and Mission of the college through various support systems.

ii. To provide a platform to the alumni for their Social and Professional networking and career development.

iii. To establish a scholarship or provide funds to help the needy and deserving students

iv. To provide the students of the college a platform and necessary links for career development through internships and placements

v. To raise funds for improving the facilities in the college

vi. To develop a sense of pride and belonging to the college amongst fellow alumni through various activities.

vii. To share expertise to enhance the college to higher standards.

viii. To work collaboratively for mutual benefits on certain projects.

D. NAMES, DESIGNATIONS, OCCUPATIONS, ADDRESS OF THE MEMBERS OF THE MANAGING COMMITTEE.

Sr.NO	NAME	DESIGNATION	OCCUPATION	ADDRESS
1.	Dr. Nandkumar Narayan Sawant	President	Principal of Chowgule College of Arts and Science, Margao Goa	# F-1 Argentina Apts, Near Chowgule College, Gogol Fatorda Margao, South Goa 403602
2.	Mr. Sagar Prasanna Utagi	Vice President		H. No- 856 Ward No-3, Vidyanagar Margao South Goa 403601
3.	Ms. Madhavi M. Motankar	General Secretary	Assistant Professor in Department of Biotechnology	H. No.P-21, Shivam, Navo Vaddo, Behind Anil Salgaonkar Bunglow, Gogol, Margao Salcete South – Goa 403602
4.	Ms. Kalpana Borkar	Treasurer	Technical Assistant in Department of Geography	Flat No.35/1/3, Near Goa Oxygen Factory, Sao Jose de Areal, St.Jose De Areal, Curtorim, South – Goa 403709
5.	Ms. Gautami Raiker	Legal Director		
6.	Ms. Radhiya Amonkar	Technical Director	HR - Administration	
7.	Mr. Vasant Hede	Public Relations Director		G 1, 75/D, Ruby Apts, Near VGS High School, Ghata Morod, Ravanfond, Navelim, South Goa 403707
8.	Mrs. Amisha R. Pednekar	Membership Director	Assistant Professor in Department of Botany	H.No. 1463, Durgatma Niwas, Gauliwada, Fatorda, South Goa 403602

We, the following persons, being desirous of forming in to a society under the Societies Registration Act, 1860 have subscribed our names to this Memorandum on 03-11-2018

Sr. No.	Names	Signatures
1.	Dr. Nandkumar Narayan Sawant	
2.	Mr. Sagar Prasanna Utagi	
3.	Ms. Madhavi M. Motankar	
4.	Ms. Kalpana Borkar	
5.	Ms. Gautami Raiker	
6.	Ms. Radhiya Amonkar	
7.	Mr. Vasant Hede	
8.	Mrs. Amisha R. Pednekar	
9.	Ms. Rupali Tamuly	
10.	Ms. Danielle Monteiro	
11.	Mr. Malcolm Fernandes	

CONSTITUTION/RULES & REGULATIONS/BYE-LAWS

1. **Name of the Society: "**ALUMNI ASSOCIATION OFCHOWGULE TIGERS" GOGOL, MARGAO, SALCETE - GOA

2. **Address of the Society:**

3. **Area of Operation:** State of Goa

4. **Financial Year:**

   1st April to 31st March of every English Calendar Year.

5. **Admission/Appointment of Members**
   i. Any individual who has completed his/her degree or diploma from the institution or any individual who has acquired a leaving certificate from the institution is eligible to be a member of the society.
   ii. ~~Any professor who has been teaching in the institution for three (3) or more years shall be entitled to become a member of the society.~~
   iii. The Principal of the institution will be the ex-officio member of the society.
   iv. A separate member register will be maintained by the society along with the details of all the members of the society along with their address, e-mail id and phone number.

6. **Types of Members**
   i. Founder Member
   ii. Ordinary Members

7. **Removal/Disqualification of Members**
   i. If the member acts against the interests of the Society.
   ii. If the member resigns and his/her resignation is accepted by the Society.

iii. If the member is found guilty of any criminal offence by the Court of law.

iv. If the members is adjudicated insolvent by the Court of law.

v. Upon the death of the member.

vi. Upon the winding up of or dissolution of the Society.

However, before removing such member from the society he shall be provided an opportunity to show cause as to why he should not be removed / disqualified. The decision of removal shall be subject to approval of the majority of the members present at the General Body Meeting.

8. General Body Meeting and their Rights:

i. The Society shall convene General Body meeting which shall conducted by the managing committee and as stated in the notice in accordance with decision of the Managing Committee.

ii. The Society shall convene Annual General Body meeting of all the members of the Society once every financial year. The President of the Society shall convene the meeting.

iii. The Managing Committee shall be elected during the Annual General meeting.

iv. Annual General Body meeting shall be held within one month of the beginning the financial year.

9. Quorum and Notice

i. The Quorum for such General Body Meeting shall be $1/3^{rd}$ (One Third) of the total number of the members of the society. If there is no quorum at the time as specified in the notice, the meeting shall be adjourned for half an hour and resolution passed at such meeting shall be valid, quorum shall not be taken into consideration at such adjourned meeting.

ii.   The annual general body meeting shall be convened by giving at least 15 (fifteen) days (complete) notice in advance to all members of the Society along with the agenda for the meeting.

10. Extra Ordinary Meeting / Special General Body Meeting:

i.   The extra ordinary meeting / special General Body meeting of the society shall be convened by the Secretary whenever necessary at the request of more than 5 (five) members of the Society.

ii.   The meeting may be convened by giving a clear prior written notice of 4 (four) days to the all the members.

iii.   The meeting may be convened to transact some urgent matters by the Society.

11. Managing Committee:

The Managing Committee shall comprise of members holding the following designations

1) President
2) Vice President
3) General Secretary
4) Treasurer And 4 others members

12. Tenure of the Managing Committee:

The tenure of the Managing Committee shall be 2 (two) years and election will be held by secret ballot paper or by raising of hands. Every member of the Managing Committee shall be eligible for re-election for any number of times.

13. Functions of the Managing Committee:

1) President

    a. To preside over the General Body Meeting, Special General Body Meeting of the Society and meeting of the managing committee.

    b. To decide the place, time and agenda for all the meetings.

    c. To cast a deciding vote to decide any matter in case there are equal votes of the members.

    d. To manage the overall administrative work of the Society

    e. To supervise the functioning of the Society, keeping in view the aims of the Society.

    f. To delegate the work to the members for smooth and better Functioning of the Society.

2) Vice President

    a. In the absence of the President, the Vice President shall take the place of the President.

    b. The Vice President shall have all the powers of the President in his absence.

3) General Secretary

    a. To convene the meeting of the managing Committee and General Body Meeting in consultation with President.

    b. To write proceedings of the meetings.

    c. To prepare and read annual report in the meetings.

    d. To maintain the membership, register of the Society.

    e. To look after and keep the property of the society in good order.

4) Treasurer

    a. To maintain the accounts of all the amount money that is received or paid on behalf of the Society.

    b. To make disbursements / investments in accordance with the directions of Managing Committee Body.

    c. To write accounts, prepare annual budget estimate and any other work that will be entrusted by the President.

    d. To consult with the President regarding available funds before preparing budgets for the coming year.

    e. To get the accounts audited by an auditor appointed by the Managing committee.

14. Meeting of the Managing Committee:

The managing committee shall meet once in a month by giving four days advance notice to committee members and the president shall preside over the meeting.

15. Elections:

Elections shall be held every one year by way of secret ballet/ show of hands.

16. Vacancies in Managing Committee (Co-option):

If at any time a vacancy is created in managing committee, the managing committee shall have power to make necessary arrangement by co-opting a member from general body for remaining period, provided that if any such vacancy occurs in the managing committee.

17. Contribution/Donations, Gifts to Society:

All contribution/donations made by the members or any well- wisher, or any gifts received by the society shall be utilised solely for the welfare of the students and development of the college.

18. **Maintenance of Bank Account:**

The Bank account shall be opened in the name of the society in any Nationalized Bank or Co-operation Bank which shall be maintained by the General Secretary along with the treasurer jointly.

19. **Amendment**

No amendment to the Memorandum of Association/Rules and Regulations will be made, which may prove to be repugnant to the provisions of Section 2(15), 11, 12, 13 and 80G of the Income Tax Act, as amended from time to time. Further, no amendment will be carried out without the proper approval of the Commission of Income Tax. The bye-laws of the society shall be repealed, altered or rescinded b $3/4^{th}$ majority of the members present at the General Body Meeting and in Confirmation to the Society Registration Act, 1860.

20. **Dissolution**

In the event of dissolution of the society, the assets remaining as on the date of dissolution will under no circumstances be disturbed among the members of the Managing Committee / Government body but the same will be transferred to another society whose objects are similar to those of this society and which is duly registered under the Societies Registration Act and enjoys recognition under Section 80G of the Income Tax Act, 1961 as amended from time to time.

For dissolution, a special notice should be given and the General Body Meeting has to call minimum $3/5^{th}$ members of the total members must

vote in favour of the motion. Then only the society will be dissolved keeping in view provisions of the Societies Registration Act.

C E R T I F I C A T E

Certified that this is true Xerox copy of the Original Rules and Regulations/Constitution/Bye-Laws of the Society '**PARVATIBAI CHOWGULE COLLEGE ALUMINI ASSOCIATION' GOGOL, MARGAO, SALCETE GOA**

Sr. No.	Names	Designation	Signatures
1.	Dr. Nandkumar N. Sawant	President	
2.	Ms. Madhavi M. Motankar	General Secretary	
3.	Ms. Kalpana Borkar	Treasurer	

GUIDELINES
FOR
EXECUTION OF ACTIVITIES UNDER DBT STAR COLLEGE SCHEME

PREAMBLE:

   To streamline the processes of execution of DBT star college Scheme, the College has made formats and defined protocols/guidelines for executing the works. Protocols described in this guideline document will be followed by all faculty members/staff/students conducting activities under DBT Star College Scheme.

INTRODUCTION:

Our college has been selected under the DBT -STAR College Scheme "Strengthening of Support" category by the Department of Biotechnology (DBT), Ministry of Science and Technology, Govt. of India, in 2017. Ours is the first college in Goa to receive this honour of being awarded the prestigious grant of DBT under STAR College Scheme and is one of the 88 colleges in India to have received supported under the this scheme so far. The college has been sanctioned Grant of Rs 1 crore 23 lakhs, which will be utilized by the Star Scheme departments viz. Botany, Chemistry, Computer Science, Geology, Geography and Physics. The fund will also be used for carrying out interdisciplinary activities and research to promote science on campus and in the community.

"Star College Scheme" is a Government of India initiative to support colleges and university departments offering undergraduate education to improve science teaching. The programme aims to improve the skills of teachers by organizing faculty trainings, improve curriculum with emphasis on practicals, hands-on skills of students by providing access to specialized infrastructure, consumables and trainings.

OBJECTIVES:

Under this Scheme, the College aims to strengthen the academic and physical infrastructure for achieving excellence in teaching and training, stimulate original thinking through 'hands-on' exposure to experimental work and participation in summer schools, promote networking and strengthen ties with neighboring institutions and other laboratories, provide access and exposure to students to research laboratories and industries and conduct specialized training programmes for faculty improvement for optimizing technical capabilities.
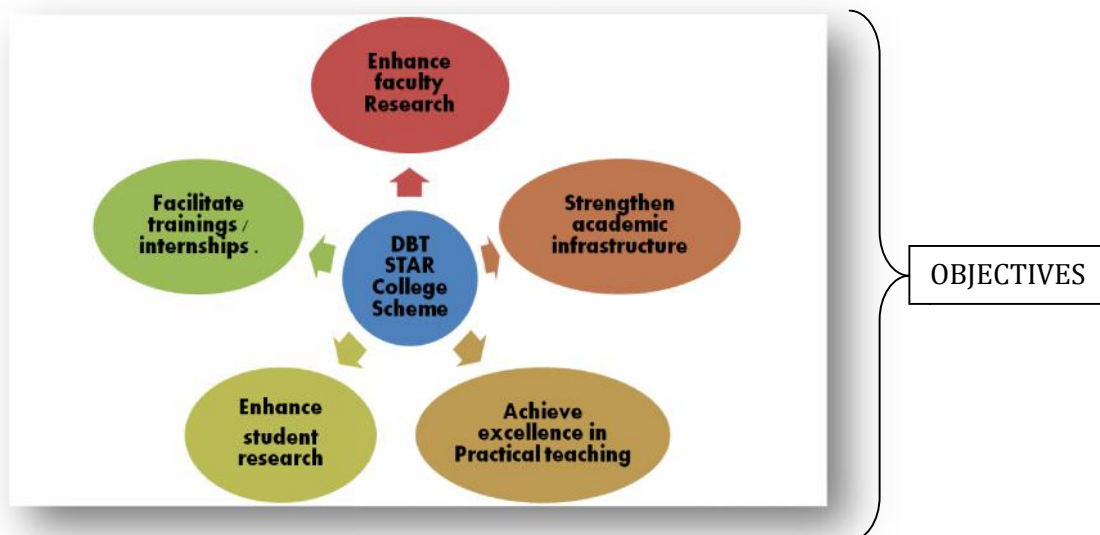
DBT COMMITTEES:

DBT ADVISORY COMMITTEE	
Chairman	Dr. Nandkumar Sawant, Principal- Parvatibai Chowgule College
Overall College Coordinator	Dr. Nandini Vaz Fernandes (Member Secretary)
DBT Representatives	Dr.Arvind Duggal -Advisor DBT
	Dr.Garima Gupta- Programme Officer Star College Scheme.
External Expert:	Dr. Sameer Terdalkar
	Dr. Roy Pereira
Departmental Coordinators	Ms. Amisha Pednekar - Botany Ms. Lactina Gonsalves - Chemistry Ms. Suchita Bhat - Computer Science Dr. Sanjay Gaikwad - Geography Ms. Meghna Devli - Geology Mr. Yatin Desai - Physics

FINANCE MATTER COMMITTEE	TECHNICAL SUPPORT AND CO-ORDINATION OF LOGISTICS
Shri. H S Nadkarni – Vice Principal	
Shri. Kumresh VC – IQAC member	
Dattaprasad P	Ms. Suveena Tamse (DBT office of College)
Mahadev Sawant	
Deepak Bhandari	

COLLEGE PLAN:

Under DBT Star colleeg scheme, the college aims at impacting the student and teaching community in different ways.

The overall focus of the activities planned will be to conduct trainings/ workshops/ seminars for the faculty, staff and students. The six departments have also planned to enhance the infrastructure of the labs to enable all students to get opportunities to handle all equiments and perform all practicals.

Some of the major focus areas are:

- Enhance in-house reesrach activities and publications.
- Improve technical expertise of faculty members and students trough trainings and workshops.
- Support students to visit national labs and undetake research/internships
- Encourage faculty /students to present papers.
- Upgrade lab skills of laboratory staff.
- Have workshops/seminars to promote science and understand scientific method of research.
- Plan activities which benefit more teachers / students/staff.
- Promote Interdisciplinary reserach projects by students and faculty members of multiple departments, the outcome of which has to have direct application in improvising academic output, mitigate environmental/health isuues etc.
- Conduct community programmes for teachers and students of Schools and other colleges to instill scientific temper and promote science.

Road map for the three years in given below:

Year 1:

1. Procurement of Equipments to develop Laboratory Infrastructure.
   a. Strengthen the Lab Infrastructure of Department of Botany, Chemistry, Computer Science, Geology, Geography and Physic.
   b. Develop infrastructure of 'Central research Lab' of the college.
2. Activities for students:
   a. Hands-on Trainings for skills
   b. Internships.
   c. Guest lectures
   d. Research poster competition.

3. Activities for Faculty members:

    a. Hands-on Trainings for updating skills.

    b. Workshops /Seminars.

    c. Guest lecturers – Industry exposure

4. Activity for Nonteaching Staff:

    a. Workshops /Seminars.

    b. Trainings

5. Activities for community:

    a. Workshops /Seminars.

6. Interdisciplinary activities:

    a. Research projects (Target 12)

    b. Research poster competition.

Year 2:

1. Curriculum:

    a. Do necessary changes in curriculum to incorporate changes suggested for Practicals.

    b. Give hands on skill exposure to maximum students through the practicals since lab infrastructure is upgraded.

2. Activities for students:

    a. Hands-on Trainings for skills – At the institution/Research centers in the country.

    b. Internships (Create linkages with good research centers/industry).

    c. Guest lectures (Resource persons from National research institutes).

    d. Research poster competition.

3. Activities for Faculty members:

    a. Hands-on Trainings for updating skills.

    b. Workshops /Seminars (enhancing research culture and improving skills)

    c. Guest lecturers – Industry exposure

4. Activity for Nonteaching Staff:

    a. Workshops /Seminars.

    b. Trainings

5. Activities for community:

    a. Workshops /Seminars.

6. Interdisciplinary activities:

a. Research projects (Target 12 – projects initiated in 2018-19 to be continued, 03 more projects to be undertaken)

b. Research poster competition.

c. Science Mega fest – 03 days program (12 activities for students /faculty/staff/community)

Year 3:

1. Curriculum:

   a. Implement all changes of modifying practicals or implementing new practicals as suggested by departmental coordinators. Give hands on skill exposure to maximum students through the practicals since lab infrastructure is upgraded.

2. Activities for students:

   a. Hands-on Trainings for skills – At the institution/Research centers in the country.

   b. Internships (Create linkages with good research centers/industry).

   c. Guest lecturers (Resource persons from National research institutes).

   d. Research poster competition.

3. Activities for Faculty members:

   a. Hands-on Trainings for updating skills.

   b. Workshops /Seminars.

   c. Guest lecturers – Industry exposure

4. Activity for Nonteaching Staff:

   a. Workshops /Seminars.

   b. Trainings

5. Activities for community:

   a. Workshops /Seminars.

   b. training for

6. Interdisciplinary activities:

   a. Research projects (Target 12 – projects initiated in 2018-19 to be continued, 03 more projects to be undertaken)

   b. Research poster competition.

   c. Science Mega fest – 03 days program

Besides, Interdisciplinary reserach projects by students and faculty members of multiple departments, will be initiated in year 1 and continued therefater. The outcome of these projects will have direct application in improvising academic output, mitigate environmental/health isuues etc.

The broad areas selected are:

1. Harnessing solar energy
2. Rainwater harvesting
3. Organic composting of waste generated on campus
4. Waste water treatment
5. Apps for monitoring/regulating energy conservation.
6. Creating Biodiversity Nook.
7. ERP based.
8. Investigation of etiology of health issues in Goa and mitigation plan.
9. Identification of sensitive zones for natural calamities and mitigation plan.

These projects are aimed at creating Green tech campus and adopting the three 'R" strategy of sustainability of resources. All the broad areas of research need to have involvement of scientific processes, where students will create gadgets or work on experimentation of optimum output of composting or create apps for regulating energy consumption, or create policy document/ recommendation to be submitted to concerned authority to mitigate health/ environment issues. Format for submittinf proposal is given in Annexure 8.

EXECUTION PROCESS:

All DBT documents should be submitted through proper channel. Faculty members will forward any application for budget approval/ bill settlement etc. to the Overall college coordinator with due approvals from HOD and departmental coordinator. After seeking approval from Overall college coordinator it should be submitted to DBT office of the college for approval of Chairman.

- *For Purchase of Equipments:*
    1) All equipments to be purchased at the department will be done as per the proposal submitted and approved by Overall College Coordinator and Chairman.
    2) The need for each of the equipment proposed to be bought needs to be justified.
    3) The requisition should be filled in prescribed format (Annexure -1) and signed by the Overall College Coordinator and Chairman and Finance committee of DBT.
    4) Protocol of floating Tenders and identifying the suppliers will be followed. If no quotations received through tender, then decision on purchase of such item may be done by three quotations with prior permission from Overall College Coordinator and Chairman.
    5) All major payments will be done through PFMS. In case of technical glitch, Cheque / Electronic transfer may be permitted only on the approval by the Chairman.

6) Departmental coordinator will submit bills in the prescribed format as per Annexure – 2.

7) The record of the same will be maintained at the department, copy to DBT office and originals will be submitted in accounts.

8) The record of list of all equipments purchased at the department will be maintained by Departmental coordinator in the prescribed format (Annexure – 3).

9) All equipments purchased should be logged in the departmental register and labeled with sticker indicating purchased from DBT star college scheme.

- *For conducting any activity:*

  1) At each department –

     I. Faculty members interested in availing the DBT funds for conducting activity/ undergoing training/ attending workshops / conferences etc, should propose the same to the departmental coordinator along with the tentative budget.

     II. As per the information given by the faculty members, the Departmental coordinator will make a departmental annual plan at the start of the academic year.

     III. The annual plan will be submitted by the Departmental coordinator to the Overall College Coordinator in the prescribed format given by DBT office of the college (Annexure- 4).

     IV. Departmental Plan Approved by Overall College Coordinator and Chairman, will be submitted to the Departmental coordinator for execution.

     V. If any activity not initially proposed in the annual plan, needs to be carried out, the proposal for the same will be submitted by the faculty member to the departmental coordinator along with the tentative budget. Decision on partial/full sanction of funds for such activity will be decided by the departmental coordinator in consultation with the Overall College coordinator and the Chairman, depending on availability of funds.

     VI. Before organizing any activity/event the event coordinator(faculty member) will submit the approval form with actual detailed budget and required advance if any, to the departmental coordinator in the Format given (Annexure – 5). The departmental coordinator will then submit the same to the Overall College Coordinator and Chairman. On approval, the same will be sent to the accounts for payment of advance. The amount asked by faculty member for organizing the event need not be entirely

sanctioned. The decision will be left to the Department coordinator, overall college coordinator and Chairman.

> *Note:*
> a) *Refreshments in the form of Lunch/Dinner will not be provided to students/attendees/delegates attending any event. Light refreshment (Tea+ biscuit) is however permitted.*
> b) *All payments to resource person/vendor will be done through PFMS only. For cheque payment prior approval from chairman is required.)*

VII. On completion of any event, bill settlement needs to be prepared in triplicate as per the format for bill processing (Annexure – 6). File with all Original bills are to be submitted to DBT office, One copy to be kept by Department coordinator and one copy to be submitted at the DBT office of college.

VIII. On completion of any event, a report of the activity needs to be submitted in the given format (Annexure – 7).

IX. Selection of Resource persons for events should be based on the expertise/industry exposure, and should be preferably from renowned institutes or national institutes of repute.

X. Honorarium for resource person will be

XI. If any department is organizing activity for nonteaching staff, then all non-teaching staff of the college should be invited to attend the same.

XII. If any teacher is availing fund for attending trainings/hands-on workshops organized by any institute/research centre, then he/she will has to give a presentation to the faculty members of the affiliated department and allied departments. The date for such presentation will be fixed in consultation with the Dean of the concerned faculty. This will ensure sharing of knowledge of recent techniques and information gained at the training/workshop by the faculty member who underwent training, to benefit other teachers too.

XIII. If any teacher is availing funds for presenting research paper at a conference, then the research paper is required to undergo Plagiarism check, and the same needs to be submitted as soft copy to the DBT office along with the Event Report.

2) Interdisciplinary activities and research:

I. Notice seeking proposals for interdisciplinary research proposed by Overall College coordinator and Chairman, on Broad Theme/areas of

research will be uploaded on college website and email indicating the same will be sent to all faculty members.

II. Interdisciplinary research projects can also be proposed by Departmental coordinators, or any faculty member from any stream of the college.

III. Proposals need to be submitted in the prescribed format (Annexure -8).

IV. Interdisciplinary research projects can be undertaken by teachers and students from both Arts and Science section. The outcome of these projects will have direct application in improvising academic output, mitigate environmental/health issues etc.

V. Proposals for Interdisciplinary activity submitted by the Faculty members (project investigators), will be approved by Overall College coordinator and Chairman.

VI. It will be the responsibility of the project investigator/s, to execute the project and complete the same in the stipulated time.

VII. On completion of the project, a report needs to be submitted as per format given in Annexure – 7.

DEADLINES FOR SUBMISSION OF YEAR END DOOCUMENTS:

- Departmental coordinators meeting will be conducted as and when necessary to check the plan and progress.
- All finance related matters will be audited at the end of the financial year.
- All activities should be completed by February 15th of every year. All bills need to be submitted by February 20th of every year.
- Expenditure statement will be sought from all departmental coordinator annually as per format [Annexure – 3(Non-Recurring), Annexure – 9(Recurring)].
- All event reports will be uploaded on the DBT portal of the college website.
- The departmental coordinators will also have to furnish data for annual report as per Data Compilation format (Annexure -10).
- Template for banners and certificates is given as Annexure 11.
- The annual departmental report needs to be submitted by departmental coordinators to the DBT office of the college in March.
- Departmental reports and interdisciplinary activity report will be compiled as Annual report as per the format given by DBT office New Delhi (Annexure 12).

- Statement of Expenditure and Utilisation certificate needs to be submitted by accounts department (Format given in Annexure 13 and 14)
- The DBT office of the college will maintain Asset required Register as per format given in Annexure -15.
- Advisory committee meeting will be conducted once annually.
- Feedback from the students and teachers will be collected as per the format given in annexure 16.

LIST OF ANNEXURES:

Annexure -1: Requisition for procuring Equipments.
Annexure -2: Bills submission format for equipments.
Annexure -3: Asset Details format
Annexure -4: Tentative Annual Plan format
Annexure -5: Approval and Advance format for conducting activities.
Annexure -6: Bill Statement format
Annexure -7: Report Submission format
Annexure -8: Interdisciplinary Research proposal format.
Annexure -9: Annual Expenditure statement (Recurring)
Annexure -10: Year End Data Compilation format
Annexure -11: Template for Banner and Certificate
Annexure -12: Annual Progress report Submission format
Annexure -13: Format for Statement of Expenditure
Annexure -14: Format for Utilisation Certificate.
Annexure -15: Assets Acquired Register format
Annexure -16: Feedback Formats

***

REQUISITION FOR PROCURING EQUIPMENTS.

PARVATIBAI CHOWGULE COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)
DEPARTMENT OF _____
Year_____

Comparative statement for purchases under DBT Star College Scheme
Tender No. : _____

Items from List No 5

Sr. No.	Name of the equipment with specification	Party 1	Party 2	Party 3	Party ...	
1	*Name and specification of equipment....*				---	
2	*Name and specification of equipment....*					

Departmental Coordinator   Head of the Department

PURCHASE COMMITTEE :

1. _____   2. _____   3. _____

    Principal & Chairperson   Vice-Principal (in Charge of Finance of DBT)   DBT Star College Co-ordinator

4. _____   5. _____ _

Member - DBT Finance related matters   Member- DBT Finance related matters

6. _____. 7. _____   8. _____

Member – Purchase Committee   Member – Purchase Committee   Member – Purchase Committee

9. _____   10. _____

Member – Purchase Committee   Member – Purchase Committee

ANNEXURE -2
BILLS SUBMISSION FORMAT FOR EQUIPMENTS.

To,   Date:

The Principal,
Parvatibai Chowgule College

Subject: Settlement of Bills towards Purchase of Equipments under DBT Star College Scheme by department of _____

Dear Sir,

Kindly find attached herewith the bills of the expenditure made purchase of equipments as approved under DBT star college scheme.

Sr. No	Invoice no	Date	Name of Equipment	Dealer / vendor	Amount in rupees	Remark (Regarding payment)
1						
2						
3						
4						
				Total		

Note: kindly put remark as to whom the amount is to be paid to.

Department:
Amount available from Non-Recurring fund of 20__-20__:
Advance paid:
Expenditure:
Balance to be paid:
Balance available from the allocated fund:

Thanking you
Yours sincerely,

Departmental coordinator   HOD

Signature of DBT Overall College coordinator:

Signature of Principal& Chairman:

ANNEXURE -3
ASSET DETAILS FORMAT
(Asset Details format for Departmental Coordinators)

S.No.	Name of Equipment	Item wise cost		Date of purchase of equipment	Remarks (justify the use of the equipment)
		Rs.	**P.**		

Thanking you
Yours sincerely,

Departmental coordinator   HOD

Signature of DBT Overall College coordinator:

Signature of Principal& Chairman:

ANNEXURE -4
TENTATIVE ANNUAL PLAN FORMAT

Sr.No	Faculty incharge	Proposed Activity	Objective and Beneficiaries	Tentative date	Amount in rupees
**Department of _____** **Annual Plan for 20__-20__**					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
				Total	

Thanking you
Yours sincerely,

Departmental coordinator   HOD

Signature of DBT Overall College coordinator:

Signature of Principal& Chairman:

FORMAT FOR BUDGET APPROVAL AND ADVANCE

To,   Date:

The Principal,
Parvatibai Chowgule College

Subject: Advance required (DBT Star College Scheme activity)

Dear Sir,

The Department is organizing_____on _____ under DBT star College scheme with the objective of _____.
The proposed budget for the same as given in the annual plan is given below.

Sr. No	Expenditure head	No of items and Rate per item	Amount in rupees
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
Total			

In view of this we kindly ask you to give us an advance of Rs_____. Expenditure Settlement of Bills towards this DBT Star College Scheme activity and report of the event will be submitted as per the college DBT format:

Department:
Beneficiaries: Faculty:_____ Students:_____Staff:_____Community:_____
Amount available from recurring fund of 2019-20:
Balance available from the allocated fund:

Thanking you
Yours sincerely,

Departmental coordinator   HOD

Signature of DBT Overall College coordinator:

Signature of Principal& Chairman:

FORMAT FOR BILL SETTLEMENT

To,   Date:

The Principal,
Parvatibai Chowgule College

Subject: Settlement   of   Bills   towards   DBT   Star   College   Scheme   activity:
_____of department of _____

Dear Sir,

Kindly find attached herewith the bills of the expenditure made towards conduct of activity approved under DBT star college scheme which was held on _____

Sr. No	Invoice no	Date	Particulars	Dealer / vendor	Amount in rupees	Remark (Regarding payment)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
				Total		

Note: kindly put remark as to whom the amount is to be reimbursed to.

Department:
Amount available from recurring fund of 20__-20__:
Advance received:
Expenditure:
Balance to be paid:
Balance available from the allocated fund:

Thanking you
Yours sincerely,

Departmental coordinator   HOD

Signature of DBT Overall College coordinator:

Signature of Principal& Chairman:

<div align="center">

ANNEXURE -7
REPORT SUBMISSION FORMAT

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

DBT STAR CCOLLEGE SCHEME ACTIVITY 20__-20__
BY
DEPARTMENT OF _____
ACADEMIC YEAR 2019-2020

</div>

Activity:	
Date and year:	
Venue:	
Objective:	
No. of Beneficiaries	Faculty: Students: Staff: Community:
Sequence of events /Resource person/s:	
Brief of experts	
Summary of the proceedings	
Photographs	

Departmental coordinator

RESEARCH PROJECT PROPOSAL

For Consideration Under
DBT STAR COLLEGE SCHEME

PROJECT TITLE

Investigators (Faculty and Students):

	Name	*Designation*	*Department*

For office use
File No:
Date of Receipt:

1. FRONT SHEET

<table>
<tr><td colspan="3" align="center">PROJECT PROPOSAL FOR CONSIDERATION
UNDER
DBT STAR COLLEGE SCHEME
Department of Biotechnology, Govt. of India</td></tr>
<tr><td></td><td>Research Area:</td><td>Tick whichever applicable</td></tr>
<tr><td>1.</td><td>Green Audit</td><td></td></tr>
<tr><td>2.</td><td>Harnessing solar energy</td><td></td></tr>
<tr><td>3.</td><td>Rainwater harvesting</td><td></td></tr>
<tr><td>4.</td><td>Organic composting of waste generated on campus</td><td></td></tr>
<tr><td>5.</td><td>Waste water treatment</td><td></td></tr>
<tr><td>6.</td><td>Apps for monitoring/regulating energy conservation.</td><td></td></tr>
<tr><td>7.</td><td>Creating Biodiversity Nook.</td><td></td></tr>
<tr><td>8.</td><td>ERP based.</td><td></td></tr>
<tr><td>9.</td><td>Investigation of etiology of health issues in Goa and mitigation plan.</td><td></td></tr>
<tr><td>10.</td><td>Identification of sensitive zones for natural calamities and mitigation plan.</td><td></td></tr>
</table>

2. PROJECT PROPOSAL

1. **Title of the Project:**

2. **Principal Investigators:**

Name	Designation	Department	Telephone No	*E-mail*

3. **Duration of the project: _____** *(02 months to 01 year).*

4. **Objectives of the Proposal** *(precise and preferably quantified process parameters/ product specification etc. in the bullet form):*

5. **Origin and Justification of the Proposal:** *(specify the need with justifications)*

6. **Methodology** *(Give the protocol and highlight how success in the project execution will be ensured)*

7. **Targeted Outcome:**
    Please tick if the proposal is:

Enhancing scientific temper in students	
Potentially useful, demand driven and required by users	
Leading to development of technology for multiple applications	
Meeting critical need of addressing health issues in society	
Meeting critical need of addressing environmental issues	
Strategy of sustainability of resources	
Contribution to creation of Green Tech Campus	
Leading to creation of new software / E-service	
Any other(specify)	

8. **Deliverables of the Project** *(how the outcome will be beneficial in terms of learning as well as to address the targeted outcomes - precise and in bullet form)*

9. **Budget for the Project** *(attach tentative quote for indicating cost of equipment)*

	Item	Detail	Amount
1.	Manpower		

2.	Consumables		
3.	Contingency		
4.	Travel		
5.	Permanent Equipment		
	Total		

Undertaking

I/We will submit the project report within one month of completion of the project work. The budget approved will be adhered to and all necessary documents will be submitted on completion.

Signature of Investigators with date:

1)
2)
3)
4)
5)
6)
7)

***

ANNEXURE – 9
Annual Statement of Expenditure by Department (Recurring)

STATEMENT OF EXPENDITURE (RECURRING GRANTS) FOR 20__-20__
DEPARTMENT OF _____.

To,   Date:
The Principal,
Parvatibai Chowgule College

Subject: Year End Statement of expenditure of Recurring fund of DBT Star College Scheme of department of _____

Dear Sir,

Kindly find attached herewith the details of expenditure of recurring fund of DBT Star College Scheme of the department of _____ for the academic year 20__- 20___ :

SR.No.	Date	Event / Activity organized	Amount	
			Rs	P
1				
2				
3				
4				
5				
		TOTAL		

Department :
Amount available from recurring fund   : **Rs._____**
Annual Expenditure   : **Rs._____**
Balance available from recurring fund   : **Rs. _____**

Thanking you

Yours sincerely,

Departmental Coordinator   HOD

Signature of Overall College DBT co-ordinator :

Signature of Principal& Chairman :

YEAR END DATA FOR ANNUAL REPORT
(To be submitted by Departmental Coordinator on _____2020)

List of research projects/mini projects undertaken by students, Industrial visits by students, summer training, internships in last one year(FY/SY/TY) :

	Department	Industry /Centre for training / Summer trainings/ Internships / Projects	Outcome /Knowledge gained	Number of students Benefited

Training received by faculty from participating departments:

	Department	Training	Centre / Institute	Number of teachers benefited

List of exhibitions/seminars/training courses conducted by the college :

	Department	Exhibitions/Seminars/Training Courses	Number of teachers benefited	Number of students benefited	Number of Staff benefited	Community teachers & students benefited

Name, designation, host institute of guest faculty invited :

Department	Guest Faculty	Designation	Host Institution	Number of Teachers/Staff benefited	Number of students benefitted	Community teachers and students benefited

List of New Practicals/demonstrations introduced in different departments in last one year :

	Department	New Practical introduced	Number of Students benefited

Details of books & journals subscribed from DBT grant.

S.No	Books /Journals

***

FORMAT FOR BANNER & CERTIFICATE

The Departments are free to design their certificates and banners. However the following components need to be reflected on the banners and certificates.

Parvatibai Chowgule College of Arts and Science

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

Workshop:_......_____

Organised by
Department of *Physics/ Chemistry/ Botany/ Geography/ Computer Science*
Sponsored by DBT, Ministry of Science and Technology, Govt. of India
Under

DBT Star College Scheme
On.........(date/ time)_____

Parvatibai Chowgule College of Arts and Science

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

CERTIFICATE

| Convenor | Departmental Coordinator, DBT STAR College Scheme | HOD | PRINCIPAL |

ANNEXURE –12
ANNUAL PROGRESS REPORT SUBMISSION FORMAT

1. **Name of the College :**
2. **Name of Departments supported :**

   Name of Coordinators, designation, address, phone nos.

Department	Name of coordinator	Designation	Address	Phone no.	Email

3. **No. of regular faculty with Ph.D. in each participating department:**

Sr.No.	Name	Qualification	Type	Area of Specialization
	Department of _____			
1.				
2.				
3.				

4. **List of courses (B.Sc./M.Sc./PG Diploma, certificate etc) run by different participating departments:**

	Department	BSc	MSc	PG Diploma	Certificate
1.					
2.					

5. Cut off percentage for admission in different courses in participating departments, positions in university, percentage of result in 20__-20__ academic session :

	Department	BSc	MSc	PG Diploma	Certificate
1.					
2.					

6. **List of projects undertaken by students, industrial visits by students, summer training in last one year :**

	Department	Industry /Centre for training / Summer trainings/ Internships / Projects	Outcome	Number of students Benefited

7. **Training received by faculty from participating departments:**

	Department	Training	Centre / Institute	Number of teachers benefited

8. **List of exhibitions/seminars/training courses conducted by the college :**

Department	Exhibitions/Seminars/Training Courses	Number of teachers benefited	Number of students benefited	Number of Staff benefited	Community teachers and students benefited

9. **Name, designation, host institute of guest faculty invited :**

Department	Guest Faculty	Designation	Host Institution	Number of Staff benefited	Community teachers and students benefited

10. **Date of Advisory committee meeting: Scheduled in May 2019.**

11. **List of New Practicals/demonstrations introduced in different departments in last one year :**

Department	New Practical introduced	Number of Students benefited

12. **Details of equipment purchased in each department from DBT grant. (item, no., cost, date of order placed, purchase/installation)**

S.No	Name of Equipment	Item wise cost	Date of purchase of equipment	Remarks

13. **Details of books & journals subscribed from DBT grant.**

S.No	Books /Journals

14. **Qualitative improvements due to DBT support**
    Please highlight (5 salient lines)

S.No	Highlight of Improvements
1	
2	

15. **Problems faced, if any, in implantation of the programme and utilization of DBT grant (in two-three lines):**

ANNEXURE – 13
FORMAT FOR STATEMENT OF EXPENDITURE

STATEMENT OF EXPENDITURE REFERRED TO IN PARA 9 OF THE UTILIZATION CERTIFICATE

Showing grants received from the Department of Biotechnology and the Expenditure incurred during the period from   1st April_____ to 31st March_____.

Item	Unspent balance carried forward from previous year	Grants received from DBT during the year	Other receipts/ interest earned if any, on the DBT grants	Total of Col (2+3+4)	Expenditure (excluding commitments) incurred during the year	Balance (5-6)	Remarks
1.	2.	3.	4.	5.	6.	7.	8.
1. Non-Recurring (Equipment)							
2. Recurring							
3.Travel							
4. Interest (if any)							
Total:-							

DBT Overall Coordinator   (Head of the Institution)   Finance/AccountsOfficer
(With rubber stamp)   (With rubber stamp)   (With rubber stamp)

CA/Auditor

ANNEXURE – 13
FORMAT FOR UTILISATION CERTIFICATE

UTILISATION CERTIFICATE

(For the financial year ending 31st March………………..)

1.	**Title of the programme/Scheme**	:	
2.	**Name of the Organization:**	:	
3.	**Course Coordinator**	:	
4.	**Dept. of Biotechnology sanction order No. & Date of sanctioning the project/programme**	:	
5.	**Amount brought forward from the previous Financial year quoting DBT letter No. & date in which the authority to carry forward the said amount was given**	:	
6.	**Amount received from DBT during the financial Year (Please give No. & dates of sanction orders showing the amounts paid)**	:	1) Non-Recurring =………………….., 2) Recurring,= …………………… 3) Travel= …………………… (1+2+3) =Total Grant received
7.	**Other receipts/interest earned, if any, on the DBT grants**	:	
8.	**Total amount that was available for expenditure during the financial year (Sl.nos. 5,6 and 7)**	:	1) Non-Recurring =………………….., 2) Recurring,= …………………… 3) Travel= …………………… (1+2+3+ interest) =Total amount available
9.	**Actual expenditure (excluding commitments) incurred during the financial year (statement of expenditure is enclosed)**	:	1) Non-Recurring =………………….., 2) Recurring,= …………………… 3) Travel= …………………… 4) Interest = ………………
10.	**Unspent balance refunded, if any (Please give details of cheque No. etc.)**	:	1) Non-Recurring =………………….., 2) Recurring,= …………………… 3) Travel= …………………… (1+2+3) = Unspent balance available
11.	**Balance amount available at the end of the Financial year**	:	1) Non-Recurring =………………….., 2) Recurring,= …………………… 3) Travel= …………………… (1+2+3) =Unspent balance available

12.	**Amount allowed to be carried forward to the next financial year vide letter No. & date**	: 1) Non-Recurring =....................., 2) Recurring,= .... 3) Travel= .... (1+2+3) =Unspent balance available

Certified that the amount of Rs. .... mentioned against Col. 9 has been utilized on the programme/scheme for the purpose for which it was sanctioned and that the balance of Rs. .... remaining unutilized at the end of the year has been surrendered to Govt. (vide No.......................dated.................) will be adjusted towards the grants-in-aid payable during the next year.

      Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

      Kinds of checks exercised:

1.

2.

3.

4.

5.

Course Coordinator
(With rubber stamp)

                                  Finance/Accounts Officer
                                  (With rubber stamp)

(Head of the Institution/University)
(With rubber stamp)

CA/Auditor

ANNEXURE -15
ASSETS ACQUIRED REGISTER FORMAT

ASSETS ACQUIRED WHOLLY SUBSTANTIALLY OUT OF GOVT. GRANTS REGISTER TO BE MAINTAINED BY GRANTEE INSTITUTION

Name of the Sanctioning Authority: DBT Star College Scheme of
Department of Biotechnology (DBT),
Ministry of Science and Technology, Govt. of India.

1	Sl. No.	_____
2	Name of Grantee Institution	Parvatibai Chowgule College of Arts and Science(Autonomous),
3	No. & Date of sanction order	_____
4	Amount of the sanctioned grant	_____
5	Brief purpose of the Grant	_____
6	Whether any condition regarding the right of ownership of Govt. in the property or other assets acquired out of the grant was incorporated in the grant-in-aid sanction order	_____
7	Particulars of assets actually credited or acquired	

S.No	Name of Equipment	Item wise cost	Date of purchase of equipment	Remarks (if any)

8	Value of the Assets as on	_____
9	Purpose for which utilized at present	_____
10	Encumbered or not	_____
11	Reasons, if encumbered	_____
12	Disposed of or not	_____
13	Reasons and authority, if any for disposal	_____
14	Amount released on disposal	_____
15	Remarks	_____

(PROJECT INVESTIGATOR)   **(FINANCE OFFICER)**
(With rubber stamp)   **(With rubber stamp)**

(HEAD OF THE INSTITUTE)
(With rubber stamp)

ANNEXURE -16
FEEDBACK FORMATS

PARVATIBAI CHOWGULE COLLEGE OF ARTS & SCIENCE (Autonomous)
DBT STAR COLLEGE SCHEME
FEEDBACK FROM STUDENTS

20__-20__

	DBT Star college activities enabled me to:	Yes	No	Brief explanation
1.	Gain knowledge			
2.	Learn from the talks of eminent persons working in a specific field			
3.	Improve my Laboratory skills / hands-on experience in lab techniques			
4.	Develop scientific temper and understand scientific research steps			
5.	Know more about the recent progress in my subject			
6.	Carry out research project/application based research			
7.	Got to use handle many instruments in the department Lab/ Central Research Lab			
8.	Participate actively in the field based activities			
9.	Benefit immensely from Trainings/ workshops/sessions conducted			
10.	Visit industries/research centers /institutes			

PARVATIBAI CHOWGULE COLLEGE OF ARTS & SCIENCE (Autonomous)
DBT STAR COLLEGE SCHEME
FEEDBACK FROM FACULTY/STAFF
20__-20__

	DBT Star college activities enabled me to:	Yes	No	Brief explanation
1.	Gain knowledge			
2.	Learn from the talks of Resource persons			
3.	Improve my laboratory skills			
4.	Know more about the recent progress in my subject			
5.	Got to use handle many instruments in the department lab/'Central Research Lab'			
6.	Participate actively in the field based activities			
7.	Benefit from Trainings/ workshops/sessions conducted			
8.	Visit industries/research centers /institutes			
As faculty of the department:				
9.	I've organized and executed events under this scheme for(tick): 1)Students 2)Faculty 3)Staff 4)Community	Yes	No	

*** End of the Document***

DUTY AND MEDICAL LEAVE FOR STUDENTS

I. Duty and Medical leave shall be awarded as per the Goa University ordinance 17 C. The following process will be enforced in assigning duty / medical leave to the students.

A. Duty leave process for participating in inter Collegiate/University/State/ National/ International activity /event organised by other institutions or organisations;

a.   Prior Permission;

1. **Invitation / Intimation letter/brochure[1]** must be inwarded by college administrative office. Principal /Vice Principal[2] must forward the same to Faculty Adviser, Students Affairs[3]. Only such invitation/intimation letters shall be considered authorised for duty Leaves.
   i. In case of invitation to participate in an external activity, faculty adviser will forward the invitation letter to Head of the Department[4] of the major or double major course/s offered by student, faculty incharge of particular group of activity[5] and to General Secretary of Student Council/Student Sports Council according the concerned activity for identification and selection of students and further procedure of duty leave.
   ii. In case of intimation of a student selected for participation in an external activity, faculty adviser will forward the intimation letter to the concerned student for further procedure of duty leave.
2. **Application for prior permission;**
   i. Selected Student or group of students must download the "Prior Permission from" available online on the college website.
   ii. Student or group of students must submit duly filled and signed application of prior permission to college administrative office minimum three days prior to the date of the event.
   iii. College administrative office shall inward each application and forwards the same to Office of Students' Affairs for further procedures.
   iv. Office of Students' Affairs will scrutinise each application and then forward the same to Vice Principal (in-charge of students' affairs) for the grant of prior permission.
   v. Office of Vice Principal will intimate, wide email, the status of prior permission to the concerned student or group of students and the office of students' affairs.

b.   Duty Leave;

1. **Application for Duty leave;**
   i. Those student who have been granted prior permission must download the "Duty leave form" available online on college website.
   ii. Student or group of students must submit duly filled and signed duty leave application to college administrative office minimum seven days prior to the date of the event.
   iii. College administrative office shall inward each application and forwards the same to Office of Students' Affairs for further procedures.
   iv. Office of Students' Affairs will scrutinise each application and then forward the same to Vice Principal (in-charge of students' affairs) for the grant of prior permission.
   v. Original claim for duty leave will be retained by office of students' affairs.
   vi. Duplicate copy shall be handed over to the concerned student or group of students by Convener/Member of College Student Leave committee.
   vii. Student can produce the same before any faculty for award of duty leave.

B.   Prior permission/Duty leave process for participating in internal/external activities organised/authorised by the college.

a.   Prior permission;

1. Event/Activity must be authorised by Principal.
2. Concerned Vice-Principal or HOD or Faculty Incharge of Group of extracurricular activity or General Secretary of Student Council / Sports Council must apply for the authorisation of event.
3. The application must be submitted to the college administrative office.
4. Once permitted a copy of the permission letter shall be forwarded to office of students' affairs and applicant.

b.   Duty Leave;

1. The applicant must submit the duly signed list of student (s) participated in the activity / event within seven days of completion of the event to college administrative office.
2. College administrative office shall forward the same to Office of students' affairs.
3. Office of Students' Affairs will scrutinise each application and then forward the same to Vice Principal (in-charge of students' affairs) for the grant of prior permission.
4. Original claim for duty leave will be retained by office of students' affairs. Duplicate copy shall be handed over to the applicant by Convener / Member of College Student Leave committee.

II. Medical leave process;

1. A student applying for medical leave must download application for medical leave available online on college website.
2. Student must duly fill and sign application of medical leave and should submit the same within three days of rejoining the college to college administrative office.
3. Application should be supported by consultation/diagnosis medical report by registered medical practitioner, copy of the medical prescription and invoice of purchased medicine, diagnostic report, if any.
4. College administrative office shall inward such applications and forwards the same to office of students' affairs.
5. Office of Students' Affairs will invite the convener/member of student leave committee to scrutinise each application and then forward the same to Vice Principal (in-charge of students' affairs) for the grant of prior permission every 15 days of the month.
6. Original claim for duty leave will be retained by office of students' affairs.
7. Duplicate copy shall be handed over to the concerned student or group of students by Convener/Member of College Student Leave committee.
8. Student can produce the same before any faculty for award of duty leave.

NIRF COMMITTEE
OF
PARVATIBAI CHOWGULE COLLEGE OF ARTS AND SCIENCE

PREAMBLE:

National Institutional Ranking Framework (NIRF), outlines a methodology to rank institutions across the country. The methodology draws from the overall recommendations broad understanding arrived at by a Core Committee set up by MHRD, to identify the broad parameters for ranking various universities and institutions. The parameters broadly cover "Teaching, Learning and Resources," "Research and Professional Practices," "Graduation Outcomes," "Outreach and Inclusivity," and "Perception". Parvatibai Chowgule College has constituted a committee to undertake the task of furnishing information as per the format prescribed by NIRF for participating in the ranking.

OBJECTIVES:

1. To collate information and prepare the necessary documents as per the formats of the 04 parameters given by MHRD for NIRF.
2. Collect data as and when required related to parameters of NIRF.
3. Upload all documents on NIRF portal created on College website as per the requirements of NIRF.
4. Reply to the queries put forth by NIRF office during the checking of the documents during screening process.

COMPOSITION:

NIRF Committee consists of the following members:

| Designation	Name of the members
Chairperson	Nandkumar N. Sawant
Co-ordinator	Nandini Vaz Fernandes
Members	H. S. S. Nadkarni
	Kumaresh V. C.
	Radhiya Amonkar
	Mahesh Matha
	Greta Almeida
	Abhiram Das
	Sarvesh Narvencar
	Puja Prabhu

PROCESS:

1) The members of the committee work for collating the documents required for NIRF.
2) The Chairperson/Coordinator conducts meeting to delegate work of collection of information related to the parameters of NIRF.
3) Timeline of data collection is prepared and executed accordingly.
4) Committee also keeps itself updated about the changes done by MHRD for each upcoming NIRF ranking.

Co-Ordinator
NIRF Committee

Chairperson & Principal   **Vice President**
Parvatibai Chowgule College   Parvatibai Chowgule College
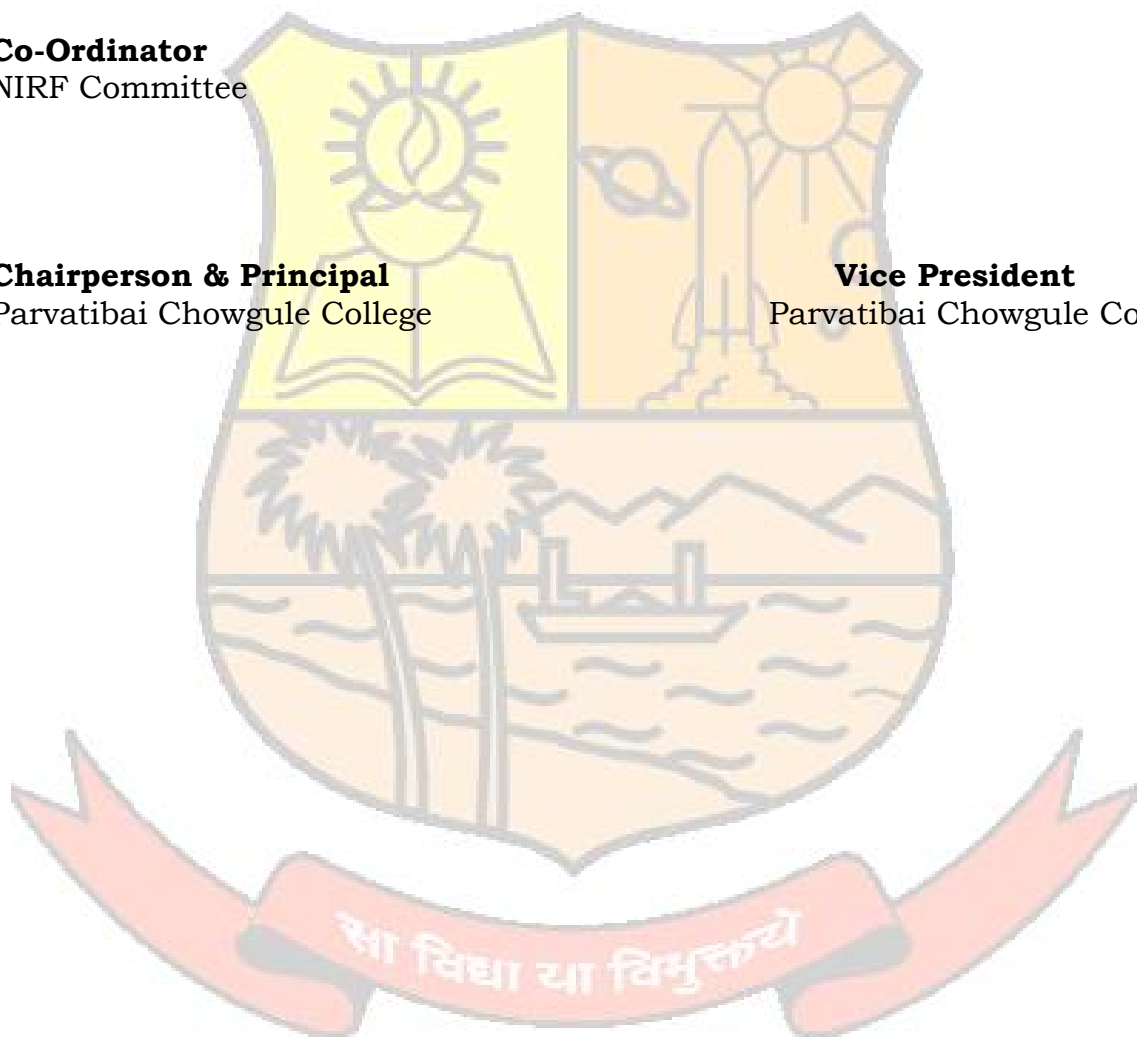
PLAGIARISM POLICY AND GUIDELINES
PARVATIBAI CHOWGULE COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)

Academic integrity is the manner of behaving in an academic environment when you write an assignment, research paper or any document meant for academic purposes. Academic integrity requires the individual to undertake academic activities responsibly and honestly. One of the most common practices of breaching the policy of academic integrity is the act of plagiarism. Plagiarism means presenting or submitting someone else's work as your own without due acknowledgment of the source. The act of plagiarism can harm the reputation of the individual as well as the institute.

PREAMBLE:

Parvatibai Chowgule College has formulated this policy to avoid plagiarism. If you are an Undergraduate student, post graduate student, researcher, faculty member or staff of the college then you must read and abide by this plagiarism policy. Assessment of academic and research work done leading to the partial fulfilment for the award of degrees at Masters and Research level, by a student or a faculty or a researcher or a staff, in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books and any other similar work, reflects the extent to which elements of academic integrity and originality are observed in various relevant processes adopted by the college. Furthermore, Post graduate students, PhD scholars, Researchers and Faculty members will be governed by the University Grants Commission regulations, 2018 (Promotion Of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions).

Therefore, in exercise of the powers conferred by clause (j) of Section 12 read with clauses (f) and (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following regulations. They shall apply to the students, faculty, researchers and staff of the college/university.

1) DEFINITION OF PLAGIARISM:

"Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own". Plagiarism involves using/representing/stating/ someone else's ideas, thoughts, product or words as your own. Summarizing or paraphrasing the words or ideas of another without giving credit to the source also amounts to plagiarism.

Please see below some of the common forms of plagiarism

- Using a direct quote from a source and not using quotation marks, in-text citation, and reference.
- Paraphrasing or summarizing a source by changing some of the words, or the order of the words and not using in-text citation and reference.
- Using ideas taken from someone else without reference to the originator.
- Submitting assignments that were completed by another student, or arranging for another person to complete your assignments for you.
- Copying an image, audio, video, spreadsheet, PowerPoint presentation, etc., without proper citation and reference.

2) OBJECTIVE:

- To create awareness about responsible conduct of research, thesis, dissertation and assignments.
- To promote academic integrity and prevent plagiarism in all forms of Academic writing among student, faculty, researcher and staff.

3) CURBING PLAGIARISM:

Whenever any idea, thought or words are used in any academic written work, the source of that idea, thought or words should be acknowledged and given due credit. Plagiarism can be avoided if all the material and data used and mentioned in your written work is referenced. Referencing is a method of giving credit to your sources, be it content or images. It enables the reader to know the source of your information. Referencing should be undertaken within the text; known as *in-text citation*, to show and indicate where you have quoted, paraphrased or summarized someone's idea or words and in the form of a list of *references*, which should be mentioned at the end of your work with the heading 'References', 'Bibliography' or 'Works Cited'.

- Each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the College should be checked for plagiarism at the time of forwarding/submission.
- Any case of plagiarism should be reported to DAIP / IAIP.
- DAIP / IAIP shall impose penalty considering the severity of the Plagiarism.

4) RESPONSIBILITIES OF INSTITUTION:

- To enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.
- Conduct sensitization seminars/ awareness programs on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.
- Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.
- Submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".
- Create Institutional Repository on institute website which shall include dissertation / thesis / paper /publication and other in-house publications.

5) RESPONSIBILITIES OF FACULTY MEMBERS:

- Ensure that students comply with the plagiarism policy and procedures of the College concerning plagiarism.
- Inform the students about referencing requirements and provide examples to students that are relevant to the discipline area.
- Provide feedback to students about issues relating to referencing.
- Each project/ research supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.

6) RESPONSIBILITIES OF STUDENTS:

- Understand and comply with the policy and procedures of the College concerning plagiarism and seek help if unclear about their requirements.
- Apply the referencing practices recommended by the college/course instructor.
- Ensure that all sources of information / images are appropriately acknowledged in all their submissions viz. Assignments, Presentations, Project reports, Journal works etc.
- Every student submitting a thesis, dissertation, or any other such documents shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
- The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the college.

7) CONSEQUENCES OF PLAGIARISM:

At Parvatibai Chowgule College of Arts and Science, plagiarism is considered a serious disciplinary offense and they will be subjected to penalties. As per the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education Institutions) Regulations, 2018, penalties in the case of plagiarism will be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff. In order to further promote originality and prevent plagiarism the penalty on academic misconduct will be imposed on undergraduate students as well. Following penalties will be imposed considering the severity of the plagiarism. Penalties for Plagiarism are given below:

A) Penalties in case of plagiarism in submission by Undergraduate Students:

- Level 0: Similarities upto 20% - Minor Similarities, no penalty.
- Level 1: Similarities above 20% to 40% - Submission will be rejected and student shall be asked to resubmit a revised script within a stipulated time period.
- Level 2: Similarities above 40% -Such student will be awarded a 'zero' mark and the script will be rejected.

B)   Penalties in case of plagiarism in submission by Masters and Ph. D. Students:

- Level 0: Similarities upto 10% - Minor Similarities, no penalty.
- Level 1: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.
- Level 3: Similarities above 60% -Such student registration for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In the case where plagiarism of the highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP (Institutional Academic Integrity Panel) and approved by the Head of the Institution.

C)   Penalties in case of plagiarism in academic and research publications

- Level 0: Similarities up to 10% - Minor similarities, no penalty.
- Level 1: Similarities above 10% to 40%
  - Shall be asked to withdraw the manuscript.
- Level 2: Similarities above 40% to 60%
  - Shall be asked to withdraw the manuscript.
  - Shall be denied a right to one annual increment.
  - Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
- Level 3: Similarities above 60%
  - Shall be asked to withdraw the manuscript.
  - Shall be denied a right to two successive annual increments.

o Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

Note 1: Penalty on repeated plagiarism - Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In the case where plagiarism of the highest level is committed then the punishment for the same shall be operative. In the case level 3 offense is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the institution.

Note 2: Penalty in case where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Head of the Institution.

8) SIMILARITY CHECKS FOR EXCLUSION FROM PLAGIARISM:

The similarity checks for plagiarism shall exclude the following:

- i. All quoted work reproduced with all necessary permission and/or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols and standards equations.

    Note: The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

9) DETECTION/REPORTING/HANDLING OF PLAGIARISM :

- If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the *Departmental Academic Integrity Panel* (DAIP).
- "Departmental Academic Integrity Panel" shall mean the body constituted at the departmental level to investigate allegations of plagiarism.

- Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the *Institutional Academic Integrity Panel* (IAIP) of the College.

- "Institutional Academic Integrity Panel" shall mean the body constituted at Institutional level to consider recommendations of the departmental academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the institutional level.

- The Principal of Chowgule College can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the HEI on the basis of findings of an examiner.

This 'Plagiarism policy document' of Parvatibai Chowgule College of Arts & Science (Autonomous) is revised on 16-07-2019 in accordance to University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.

Convener
Research Committee (RCEA-PCCAS)

Principal   **Vice- President**
Parvatibai Chowgule College   Parvatibai Chowgule College