



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

SAMPLES OF MINUTES OF MEETINGS

BY

PRINCIPAL

VIVE-PRINCIPAL

DEAN

HOD

COMMITTEE CONVENER



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MINUTES OF MEETING

DEANS MEETING WITH LIFE SCIENCE HEADS	Date: 25 th June 2020 Time: 10.00 am to 10.40 am Venue: Zoology Lab A215.															
Conducted by: Dr. Nandini Vaz Fernandes (Dean, Faculty of Life Sciences)																
Agenda: After deliberations in the 'Academic leaders' meet on 23 rd June 2020, a Follow up meeting of HODs of Life Sciences was called as was decided in the meeting. <u>Deliberation on:</u> <ol style="list-style-type: none">1) Subsequent completion of teaching of Courses with inadequate classroom engagement before lockdown.2) Review of Assessments conducted for all courses (format provided by Exam Cell).3) Inputs on mode of assessments in lieu of SEE for semester 2 and 4 (SEE-online mode).																
Attendees:																
<table border="1"><thead><tr><th>Sr. No.</th><th>Department</th><th>HOD/In-Charge</th></tr></thead><tbody><tr><td>1</td><td>Biochemistry</td><td>Ms. Sarah Mesquita</td></tr><tr><td>2</td><td>Biotechnology</td><td>Ms. Valanka Dias (Proxy)</td></tr><tr><td>3</td><td>Zoology</td><td>Ms. Madhu Balekai (Representative)</td></tr><tr><td>4</td><td>Botany</td><td>--ABSENT--</td></tr></tbody></table>	Sr. No.	Department	HOD/In-Charge	1	Biochemistry	Ms. Sarah Mesquita	2	Biotechnology	Ms. Valanka Dias (Proxy)	3	Zoology	Ms. Madhu Balekai (Representative)	4	Botany	--ABSENT--	
Sr. No.	Department	HOD/In-Charge														
1	Biochemistry	Ms. Sarah Mesquita														
2	Biotechnology	Ms. Valanka Dias (Proxy)														
3	Zoology	Ms. Madhu Balekai (Representative)														
4	Botany	--ABSENT--														

DELIBERATIONS:

S.N.	Agenda	Status/Discussion	Action taken/Decision. /Proposed
1	Completion of teaching of Courses	<u>Status of Course teaching completion:</u> 1) Biotechnology: Completed 2) Biochemistry: Completed 3) Zoology: Completed. 4) Botany: Not provided.	- Botany department HOD needs to update on the same.
2	Review of Assessments conducted (Semester II and IV)	<u>Status of Exams:</u> 1. Biotechnology: 2 CAs of 30 marks each. All PAs completed. 2. Biochemistry: 2 CAs of 30 marks each. All PAs completed. 3. Zoology: 2 CAs of 30 marks each. All PAs completed. 4. Botany: Not provided.	- Botany department HOD needs to update on the same.
3	Inputs on mode of assessments in lieu of SEE for semester 2 and 4 (SEE-online mode as approved by Exam cell in Academic council on 5 th June 2020	A) Approvals taken regarding SEE: - Approval for submission based SEE for semester II and IV is obtained in Academic council held on 5 th June 2020. - The SEE will be <u>submission based summative assessment</u> of all Modules as approved by Academic council.	<u>Decision of Principal, Vice-Principals, Deans and COE, as per meeting on 23rd June 2020 conveyed to HODs:</u> - Departments who have completed assessments of 60 marks for CAs will have to conduct SEE for 15 marks. - If CAs conducted for 15 marks, the SEE should be conducted for 45 marks. - Submission based SEE should be summative assessment and therefore should include all 03 Modules of the course.

	<p>B) Deliberations on modes of Online Assessments for SEE.</p> <ul style="list-style-type: none"> - Consensus on two modes of Assessment: <ol style="list-style-type: none"> 1) Problem Based Learning (Zoology/Biotech/Biochem) 2) Open Book Exam (Biotech/Biochem) <p>Ruled out <u>online exam</u> in form of Online MCQ or Online SAQ.</p> <p>-Reason- Network connectivity. (Feedback received from Biochemistry and Zoology department who attempted online assessment as CA during lockdown).</p>	<p>Dean Suggested the following:</p> <p><u>For Problem Based Learning:</u></p> <ul style="list-style-type: none"> - 3 PBL Questions from 03 modules. - 05 mks for each Module (3x5=15mks). - PBL questions of higher order to be framed in a manner by which it tests the students learning of the course and checks for attainment of Course outcomes. <p><u>For Open Book Exam(OBE):</u></p> <ul style="list-style-type: none"> - Questions from all modules. - Should have 30% of lower order questions and 70% of higher Order questions. - Question paper to be given on the date and time announced (on whatsapp, Google classroom or any social platform). - Exam should be handwritten by students in the specified time (30 min/ 01 hr/2 hrs as per the exam guidelines of weightage of marks for assessment). - After specified time duration, the image of the answer sheet of the student should be emailed /whataspped as single PDF.
	<p>Date: 25.06.2020</p>	<p>Page: 3 of 3</p>
	<p>Nandini Vaz Fernandes, Dean, Faculty of Life Sciences</p>	





Welcome To



Parvatibai Chowgule College of Arts and Science



PARVATIBAI CHOWGULE COLLEGE

Margao, Goa

Minutes of the Meeting of Chemistry Department

Date: 06.07.2020	Time Start: 12.15 pm End: 12:40 pm	Venue: Conference Room
Meeting Attended by		Meeting held By
<ul style="list-style-type: none">• Dr. Manjita Porob• Dr. G. K. Naik• Dr. Sachin Kakodkar• Dr. Roopa Belurkar• Ms. Padmini Raiker• Ms. Lactina Gonsalves• Ms. Mayuri Naik• Mr. Kashinath Dhumaskar• Ms. Navita D. Naik		<ul style="list-style-type: none">• Dr. Shaila Ghanti Vice-Principal

A. AGENDA OF MEETING

To discuss about queries raised by Dr. Roopa Belurkar of Chemistry Department

B. WHAT WAS DISCUSSED

The meeting was basically called to discuss about two queries raised by Dr. Roopa Belurkar:

Query No. 1 : In the minutes of the meeting of Chemistry Department conducted on 19th June 2020, the fourth point of the minutes stated that "The HoD anticipated that under present circumstances if students of semester II and IV are called on the campus for any examination work then the onus about their safety may lie on the teachers and the department as a whole."

During the meeting, Dr. Roopa Belurkar claimed that it should not be stated as "anticipation of the Head of the Department", because it is a pandemic situation and it is the decision of the University and not of the Head of the Department.



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MINUTES OF THE MEETING

DEANS MEETING WITH HEAD OF THE DEPARTMENT OF FACULTY OF LIFE SCIENCES		No: 06 Date: 25-01-2021 Time: 01.15 p.m. to: 01.45 p.m. Venue: Zoology lab.	
Conducted by Dr. Nandini Vaz Fernandes (DEAN, FACULTY OF LIFE SCIENCES)		Logistic Support: Bhavana Sawardekar (Executive Assistant)	
ATTENDEES: - 1. Sarah Mesquita 2. R. Kanchana 3. Madhu P. Balekai (Proxy -Zoology)		ABSENTEE: 4. Sangeeta Sankhalkar	
AGENDA: 1. Status of Practicals of Odd Semester – 202-21 2. Upcoming BOS 3. Submission of Academic work record 4. Academic Audit 2020-2021 5. NAAC preparation 6. AOB			
S.N.	Agenda	Discussion / Action required	Decisions / Action taken
1	Status of Practicals of Odd Semester – 202-21	<ul style="list-style-type: none">- Dean asked dif all Practical assessments (PAs) were completed.- Biochemistry, Biotechnology and Zoology Completed.- Status of Botany to be affirmed as there was no representative.- Dean asked the HODs to make a list of skills to be expected from each practical course of FY and SYBSc.	<ul style="list-style-type: none">- Component of skill of the practicals to be performed when students come on campus for attending practicals during the even semester.- Biotech and Biochemistry depts. May use CRL for conduct of practical. Also both departments may call students on alternate days and use each others labs to maintain social distancing.- Alternatively if department

			wishes, they can call the students for the same as soon as the exams are completed. In such case, the HODs are required to furnish the details of when the students will be reporting on campus and submit it as soon as possible to the Dean.
2	Upcoming BOS	<p>Agenda of BOS should also include the following:</p> <ol style="list-style-type: none"> 1. Approval of LOCF of the department . 2. Identify additional SWAYAM courses as internships or extra credits. Departments to check for soft skill courses. 3. Additional SEC/GEC course can be identified 4. Can prepare and approve Non-practical based elective course. (These can be floated in case there is deficit of workload and offer wider choice of electives to the students). 	<ul style="list-style-type: none"> - BOS to be scheduled in the month of February. - LOCF document to be discussed with Deans before initiating process for BOS meeting. - Biochemistry department to consider approval of 'Bioinformatics' course as SEC for life science students.
4	Progress of academic works at the departments.	<ul style="list-style-type: none"> - Dean appreciated timely submission of Academic works record of Biotechnology department. - All departments to adhere to the requirements of the record submissions as and when asked. - All HODs are asked to submit course wise compiled excel sheet of academic 	<ul style="list-style-type: none"> - Compiled excel sheet of academic engagement of theory and practicals for odd semester to be submitted by HODs at the earliest.

		engagement of theory and practicals for odd semester.	
3	Academic audit 2020-21	<ul style="list-style-type: none"> - Academic audit to be held anytime after 5th Feb, 2021. - Documents need to be kept ready: <ul style="list-style-type: none"> - Audit forms of all courses. - Audit Supplementary forms submitted to be submitted: <ol style="list-style-type: none"> 1) Form 2 - Department information(Single for Department) 2) Form 3 - DFC approval for Evaluation Scheme (Single for Department) 3) Form 4 - Course evaluation modes and rubric of assessment(Single for Course-To be uploaded on CLAAP/GC) 4) Form 5 - CLAAP Monitoring Form (Single for Department). <p>Evidences of all should be given as soft copy.</p>	<ul style="list-style-type: none"> - HODs to submit supplementary forms at the earliest. (Hardcopy duly signed) and soft copy to be emailed after scanning. - All emails to be sent to Bhavana and CC to the dean. Hard copies to be submitted as a file in the Deans office. - Any other innovative practice in TLE or Research need to be submitted to the Dean as per best practice format with description of what is the innovation done.
4	NAAC Preparation	<ul style="list-style-type: none"> - Departments to keep all data of the department to be uploaded on website in view of NAAC. - HODs were asked to prepare Annual reports of past 05 years in the AQAR format of the 07 criteria. 	<ul style="list-style-type: none"> - Annual reports to be redone as per AQAR format.
5	AOB	<ul style="list-style-type: none"> - Dean inquired if any issue is faced by the HODs/Faculty at the department. - HODs to share the activity plan with the Dean - 	<ul style="list-style-type: none"> - Academic Matters that need to be addressed can be brought to the notice of dean at anytime in future via email or appointment.
PCC/DOM/2021/1a-7 Rev:01 Date: 25.01.2021 Page: 4 of 4			
Approved by Dr. Nandini Vaz Fernandes, Dean, Faculty of Life Sciences			



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MINUTES OF MEETING

DEANS MEETING		No: 08 Date: 14.12.2020 Time: 11.30 a.m. to: 12.30 p.m. Venue: Principals Cabin.	
Conducted by Shaila Ghanti (OFFICIATING PRINCIPAL)		ATTENDEES: 1. Ian Barreto 2. Sameena Falliero 3. Sachin Moraes	ATTENDEES: 4. Nandini V. Fernandes 5. Bhavana M. Sawardekar
	Agenda Topics	Status / Discussions	Action taken / Decisions
1.	Academic Council Meeting	<ul style="list-style-type: none"> - Discussion about getting students on campus. - HOD meeting continues after the AC meeting for another half an hour. 	-
2.	UG Diploma Ordinances	<ul style="list-style-type: none"> - Diploma Courses are skilled based courses which require practical component/s to acquire skills. - Guidelines gives freedom to the coordinator to structure their frame work of conducting the course by applying the laid guidelines whereas Ordinance has to be followed as structured in the stated manner only. - Suggestion to consider the guidelines for UG Diploma Courses. - The matter has to be taken up before the PG Coordinator / incharge as difficulty faced by the coordinator can be put-forth and the matter can be discussed appropriately. - Diploma Courses like Aviation Diploma Course in our college have to be routed through professional identity that will approve the course and give weightage to the course. 	-
3.	Examination Matters	<ul style="list-style-type: none"> - The last component of the Examination has to be summative based examination as mentioned to all depts. - The purpose to bring T.Y students on campus is to validate. - Examination Cell has to provide the exact instructions to the entire faculty as to how they plan to go ahead with the examination during the pandemic timing. <ul style="list-style-type: none"> - Examination time table will be centrally provided by the examination cell and the same will be displayed at the entrance gate only. - Due to decentralized pattern adopted by the 	-



Welcome To



Parvatibai Chowgule College of Arts and Science

Gogol, Margao, Goa – 403602.



MINUTES OF MEETING

DEANS MEETING WITH THE LANGUAGE HEADS		No: 01 Date: 24.09.2020 Time: 10.30 a.m. to: 11.25 a.m. Venue: Google Meet: meet.google.com/eyy-mkiu-itt	
Conducted by Sonia Fernandes DaCosta (Dean, Faculty of Languages and Literature)		Along with Bhavana M. Sawardekar (Executive Assistant)	
ATTENDEES: 1. Gunaji S. Desai 2. Pradeep Jatal		ATTENDEES: 3. Carol B. Miranda 4. Trupti Faldessai	
SN	Topic	Status / Discussion	Decisions / Action taken
a.	Project	<ul style="list-style-type: none"> - Details of submitting projects in soft or hard form will be informed after confirming with the authorities. - Last day for Submission of Third year project is 07th October 2020. 	-
b.	Internship	<ul style="list-style-type: none"> - Third year students those who have not completed their internship hours can opt for SWAYAM courses approved by the DFC & BOS of their respective departments. - In case , the departments want to allow their TYBA students to complete their internship by doing a SWAYAM COURSE, the same has to be first approved by the DFC of the Department then get it approved by the BOS members through online mode(email).Once it is approved by the BOS members send it to the Principal by email . - Maintain these records for documentary evidence. - The Procedure is: <ul style="list-style-type: none"> - The students undergoing such online course will have to submit the completion certificate to the internship cell with copy of the same in the department for records than only will such student be provided the internship hours. - Email the BOS approved list of such courses if any in the department to the Principal by 28th September 2020. - A query regarding the overseeing of Swayam course undertaken by the student was raised i.e. whether the department or the internship cell will be doing? – will be intimated after consulting with the authority. 	-
c.	Orientation (TYBA/New Teachers)	<ul style="list-style-type: none"> - Initial plan to organize TY project orientation for students at each departmental level. - Suggestion: As TY student are limited in Languages to organize a common orientation imparting basic common guidelines with 	<ul style="list-style-type: none"> - Finalized to organize common T.Y. Project Orientation imparting basic common guidelines with specialized

		<p>specialized methodology/techniques based on subject-wise.</p> <ul style="list-style-type: none"> - Date will be informed later. - English department follows MLA Style Sheet for referencing. - Marathi Head Ms Trupti was asked to present Harvard format and style of referencing for Marathi, Hindi and Konkani students. - Prior to the above all newly recruited faculty members are to be oriented by the each department. 	<p>methodology/techniques Ms Trupti to explain the Harvard style of referencing.</p>
d.	Attendance	<ul style="list-style-type: none"> - Faculty Members are asked to maintain documentary evidences of their google meet classes by recording the class and maintaining the attendance sheet. - Incase tasks given due to lack of connectivity see that the same is uploaded on your google class as evidence. - All attendance should be recorded online for records. - Guidelines for changing google meet appearance to include more students is : <ul style="list-style-type: none"> - Google meet setting →change layout →titled 	-
e.	Academic Work Plan	<ul style="list-style-type: none"> - The college has prepared a academic work plan format that will be emailed later to streamline the work. - All teachers need to save their recordings in particular folders according to courses. 	-
f.	Any other business	<ul style="list-style-type: none"> - Authorities have been informed about the requirement of a secretary for the dept of Marathi, Konkani and Hindi. 	-
<p><i>PCC/DOM/2020/03-39 Rev:01 Prepared by: Bhavana Sawardekar Date: 24.09.2020 Page: 2 of 2</i></p> <p><i>Approved by Sonia Fernandes DaCosta, Dean, Faculty of Languages & Literature</i></p>			

		<p>college, the departments will have to take control of the examination matter at their end whereas how to streamline and strategy to allocate students on campus will have to be planned by the authorities.</p> <ul style="list-style-type: none"> - Due to various queries and inquiries reaching the examination cell about the time table on examination the same has to be provided by the examination cell centrally. - Distribution of each paper per day is the strategy adopted taking into consideration of the decentralized pattern adopted by the departments in their marking schemes, varying the duration of the examination timing as well and to reduce conjunction. - Due to pandemics certain practicals could not be conducted in sem I & III have to be taken into consideration as to how they can conduct and get them assessed. - Deans are asked to monitor if all the practicals are being conducted. 	
4.	Others, if any	-	-
PCC/DM/2020/28 Rev:00 Prepared by: Ms. Bhavana Sawardekar Date: 14.12.2020 Page: 2 of 2			
<i>Approved by Dr. Shaila Ghanti, Officiating Principal</i>			



Parvatibai Chowgule College of Arts and Science

Gogol, Margao, Goa – 403602.

MINUTES OF THE MEETING

DEANS MEETING WITH THE HEAD's OF DEPARTMENTS		No: 01 Date: 24.10.2020 Time: 12.00 p.m. to: 01.15 p.m. Venue: Zoology Lab.		
Conducted by: Sachin Moraes (Dean, Faculty of Social Sciences)		Along with: Bhavana M. Sawardekar (Executive Assistant)		
ATTENDEES: 1. Sobita Kirtani 2. Sarita Tari Naik 3. Rupali Tamuly		ATTENDEES: 4. Anushka Fernandes 5. Anagha Bicholcar (Proxy)		
S.N.	Topics	Discussion/ Action Required	Decision taken	
1.	Teaching-Learning process in the department and overall feedback of the department in the context of the same (Issues, Challenges, Successes) in the wake of Covid-19	- Issues put forth by the Heads:	-	
		Departments		Issues
		Geography		Limited time vast portion. Suggested: Reduction of portion. DHE wants all portions to be covered. Awaited for the DHE's decision for extension of the term. Requested: Lecture basis faculty members salary to be paid on time.
		Economics		Allotted class-rooms being occupied by other teachers, internal adjustments – creating confusion and wastage of time. Attendance verification of faculty members. Wastage of time when struggling with other task completions. Suggested: to appoint a person to verify the same.
		Psychology		Certain students not to be traced. Reason unknown either network issue or on purposely done. Solution suggested: under COVID 19 situation an opportunity to be provided to such students by giving them an relaxation of certain extra duration of days with a reduced marks. Eg. If marks allotted for all students is 50. Such students it could be only 40.
		History		Some students do not attend classes giving reasons like network issue, clash of classes whereas in regular situation also they didn't attend the classes being double major students. Suggested: Google calendar is good to tackle issues of clashes of classes as it

			sync and even maintains records.	
		Philosophy	Completing portion is becoming difficult. Can faculty members take extra lectures and complete. Contractual Faculty can take extra lectures but lecture basis teachers have to manage within the allotted classes as college will not be liable for payment of extra classes.	
2.	Documentation of Teaching-learning Process.	<ul style="list-style-type: none"> - Template provided will be checked by the Dean during the academic audit time, hence all are required to update their details and maintain documentation regularly. - One two lecture details not provided due network issue or any other genuine reasons can be considered in good faith. 		-
3.	Evaluation (CA-SEE etc.) and Academic Calendar	<ul style="list-style-type: none"> - The final examination should cover overall portion. - SEE mode is preferred for final examination. - Geography department will go for CA mode if students don't resume on college campus. 		-
4.	Project of TYBA	<ul style="list-style-type: none"> - To submit the details as mentioned in the format provided. 		-
5.	Any other business	<ul style="list-style-type: none"> - BOS: To conduct two meetings any time in a year. - Internship: submit list of students who haven't completed their internship and their plan to involve these students under SWAYAM courses or provide them tasks pertaining to their subject, maintain proper documentation and records of the same. <ul style="list-style-type: none"> - To keep this option open to all year students (i.e. F.Y, S.Y, T.Y) during this COVID 19 situation. 		-
PCC/DHM/2020/02-01 Rev:0 Prepared by: Bhavana Sawardekar Date: 26.10.2020 Page: 2 of 2				
Approved by Sachin Moraes, Dean, Faculty of Social Sciences				