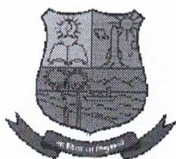


A meeting of the Principal along with the following College Committee convenor/co-convenors on 19<sup>th</sup> November 2021 at following timings.

Agenda: ① Review of previous year's plan & progress  
② Plan of action for the current academic year

S.N.	Committees	Convenors	Signatures
1.	Examination Cell	Prabhakaran	<u>D. Prabakaran</u>
2.	Students Welfare	Uma Masur	<u>Uma Masur</u>
3.	Magazine Committee	Vanessa B. Calaco Alka Gawas	<u>Alka</u> 19/11/2021 <u>Alka</u>
4.	Mentoring	Sobita Kirtani	<u>Sobita Kirtani</u>
5.	Women Welfare	Uma Masur	<u>Uma Masur</u>
6.	Academic Audit	Ananya Das Sachin Moraes	<u>Present</u> <u>Sachin</u>
7.	Extracurricular Activities	Devashish Bagchi	<u>Present</u>
8.	Community Outreach	Gunaji Desai	-
9.	Innovation & Incubation Cell	Uma Masur	<u>Uma Masur</u>
10.	Alumni Connect	Ian Barreto	<u>Ian Barreto</u>
11.	DBT	Yatin Desai	Informed.
12.	Publicity Committee	Carol Barreto	
13.	Shaila Ghante	<u>Shaila Ghante</u> Lawrie Colaco	<u>Shaila Ghante</u>
14.	Poojat Sinha		
15.	Blavana Sawardekar	<u>Blavana Sawardekar</u>	
16.	Carol B. Sawarda	<u>Carol B. Sawarda</u>	





# Parvatibai Chowgule College of Arts and Science Autonomous

Accredited by NAAC with Grade A' (CGPA Score 3.41 on a 4 Point Scale 3rd cycle)  
Best affiliated College-Goa University Silver Jubilee Year Award

## MINUTES OF THE MEETING

<b>COMMITTEE MEETINGS</b>		<b>No:</b> 01 to 12 <b>Date:</b> 19.11.2021 <b>Time:</b> 09.30 a.m. to: 05.00 p.m. <b>Venue:</b> Conference Room.																															
Conducted by: <b>Dr. Shaila Ghanti</b> <b>(OFFICIATING PRINCIPAL)</b>		<b>REGULAR ATTENDEES:</b> 1. Cdr. Parijat Sinha (rtd) 2. Ms. Bhavana Sawardekar		<b>ABSENTEES with Intimation:</b> 1. Community Outreach Programme – Dr. Gunaji Desai 2. DBT Star College Scheme – Mr. Yatin Desai																													
<b>Agenda:</b>		1. <b>Review of previous year's plan and progress</b> 2. <b>Plan of action for the current academic year</b>																															
No.	Names of the Committee / Cell and the Attendees along with the timings of the meeting	Status /Decision taken																															
		Review of previous year's plan and progress (2020-21)			Plan of action for the current academic year (2021-22)																												
1.	<b>Examination Cell –</b> <b>D. Prabhakaran, COE</b>  At 09.30a.m.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Class</th> <th>Students registered</th> <th>Students passed</th> <th>Passing %</th> </tr> </thead> <tbody> <tr> <td>BSc</td> <td>249</td> <td>230</td> <td>92.37</td> </tr> <tr> <td>BA</td> <td>166</td> <td>137</td> <td>82.53</td> </tr> <tr> <td>BVoc</td> <td>45</td> <td>34</td> <td>75.56</td> </tr> <tr> <td>MA</td> <td>36</td> <td>33</td> <td>91.67</td> </tr> <tr> <td>MSc</td> <td>39</td> <td>38</td> <td>97.44</td> </tr> <tr> <td>PG Diploma</td> <td>22</td> <td>22</td> <td>100</td> </tr> </tbody> </table>	Class	Students registered	Students passed	Passing %	BSc	249	230	92.37	BA	166	137	82.53	BVoc	45	34	75.56	MA	36	33	91.67	MSc	39	38	97.44	PG Diploma	22	22	100	1. First year results through DHE portal. 2. Implementation of UGC Committee Suggestions 3. To rectify the difficulties faced during the result process i.e. courses not assigned, students not registered even after attending classes etc. 4. Tentative exam schedule: odd sem-14 <sup>th</sup> January 2022 onwards Even sem-11 <sup>th</sup> June 2022 onwards		
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- Challenges by the cell: i. Examination Committee Recruitments – new appointees will have to be trained. ii. Self funded programme teachers appointed for 6 months as there were no options. - Answer books of examinations to be maintained for seven years thereafter the committee should conduct a meeting wherein written approval should be obtained from members of the committee before discarding the documents. - COE to appoint moderate committee. - Suggestion: Students having many backlogs should be called and informed about the final attempt for completion and failure to pass would lead to appear entire course again. - CoE was asked to send a consolidated list of issues experienced related to examination with the DHE portal to be taken up formally with the DHE.																																	
2.	<b>Magazine Committee –</b> <b>Vanessa Colaco</b> <b>Alka Gawas</b>  At 10.30	- Layout of the magazine required by the committee to further work. - Matter pending from the publisher end. - Data collection process is in progress – task assigned to different members in the		- Only on completion of the College Magazine for 2020-21 the committee will be able to look into 2021-22 magazines.																													



		committee. - Next meeting to be held in next week to discuss and finalize the timeline of the same.	
3.	<b>Mentoring –</b> Sobita Kirtani  At 12.00 a.m.	- 20 various issues listed were responded.	<p>Odd Semester (September to January)</p> <ul style="list-style-type: none"> <li>- Mentor - mentees weekly meeting of FY students in the first semester.</li> <li>- Once a month mentor - mentees meeting of SY and TY students.</li> <li>- Offline meeting with FY/SY/TY <ul style="list-style-type: none"> <li>- 1st meeting – 26th November, 2021</li> <li>- 2nd meeting – 17th December 2021</li> <li>- 3rd meeting – 7th January 2022</li> </ul> </li> <li>- All mentors to submit monthly report on their meeting.</li> </ul> <p>Even Semester</p> <ul style="list-style-type: none"> <li>- Once a month meeting of all mentors along their mentees and receive monthly report on the same.</li> <li>- Offline meetings <ul style="list-style-type: none"> <li>- 1st meeting – 25<sup>th</sup> February 2022</li> <li>- 2nd meeting – 25<sup>th</sup> March 2022</li> <li>- 3rd meeting – 22<sup>nd</sup> April 2022.</li> </ul> </li> </ul> <p>- Counsellors to visit classes. – an email by the office (Ms. Reena Goes) to counsellors. - Committee is asked to continue with the same process for the current year.</p>
5	<b>Academic Audit Committee-</b> Ananya Das Sachin Moraes  At 12.30 p.m.	- Arts academic audit report will be provided by 25 <sup>th</sup> November 2021. -	<ul style="list-style-type: none"> <li>- To involve External Members for Academic Audit.</li> <li>- Formation of <u>External Academic Audit Committee members</u> could be <ol style="list-style-type: none"> <li>a. Principal</li> <li>b. Vice Principal</li> <li>c. Deans</li> <li>d. Nominate one member from BOS committee i.e. Vice Chancellor from every department</li> </ol> </li> <li>a. Nominate one member from Academic Council Committee.</li> <li>- Formation of <u>Internal Academic Audit Committee:</u> <ol style="list-style-type: none"> <li>b. Head of Departments <ul style="list-style-type: none"> <li>- The duration of these external members should be as per their tenure under BoS and Academic Council meetings.</li> <li>- Process of Audit: Every semester the Head of the Department conducts the academic audit, prepares a report along with the documentary evidences and</li> </ul> </li> </ol> </li> </ul>

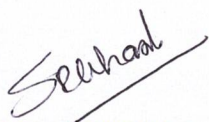


		<p>maintains the same to be submitted once in every academic year along with a separate report prepared by the external members with their suggestions and recommendations for improvising the course / department i.e. HOD has to submit odd and even sem two reports along with the external members report.</p> <ul style="list-style-type: none"> <li>- Creation of a format report of audit for the external members.</li> <li>- Suggested to check Goa University Ordinance.</li> </ul>
		<ul style="list-style-type: none"> <li>- To conduct workshop on the following on any of the Fridays: <ul style="list-style-type: none"> <li>a. Teaching learning &amp; evaluation</li> <li>b. Outcome based</li> <li>c. CO Attainment</li> </ul> </li> <li>- Arts Dean is given the responsibility.</li> </ul>
6.	<p><b>Extra-curricular Activities –</b> Devashish Bagchi</p> <p>At 01.10 p.m.</p>	<ul style="list-style-type: none"> <li>- Proposal for fund raising of activities should be undertaken and thereafter utilise appropriately.</li> <li>- Total Clubs: 32 + 13 new clubs = 45 clubs</li> <li>- These clubs are to be monitored and evaluated by a faculty incharge.</li> <li>- Time table for extracurricular activities is in progress.</li> <li>- Online software is being developed for activities. Data will be updated by the faculty incharge.</li> <li>- Requested to merger Community outreach and Social Outreach Cells.</li> </ul>
7.	<p><b>Students Welfare Committee –</b> Uma Masur</p> <p>At 02.30 p.m.</p>	<p><b>Activities undertaken for the academic year 2020-21:</b></p> <ul style="list-style-type: none"> <li>- Green Goa Webinar</li> <li>- Scholarship sponsored by Blue Cross Pvt. Ltd. Rs. 10000/- each for 14 students on 11<sup>th</sup> June 2021.</li> <li>- Dilip Kare scholarship to economically weak but good in studies Rs. 12500/- for 8 students on 23/ 06/2021.</li> </ul> <ul style="list-style-type: none"> <li>- Health welfare activities will have to be connected to this committee.</li> <li>- The roles and functions of this committee have to be well defined and the committee name has to be worked on.</li> <li>- Information on various scholarships have to be mentioned to students regularly.</li> <li>- The committee requires replacement of Ms. Greta, Vasasnt Shirwaikar and two teaching faculty members.</li> </ul>



8.	<b>Womens Welfare committee – Uma Masur</b>  At 3.15 p.m.	- Organised the following activities: a. Open MIC contest b. International Women’s Day	<table border="1"> <tr> <td>1.Lecture on women in leadership-</td> <td>Rs. 1000/-</td> </tr> <tr> <td>2. Lecture on women in leadership-</td> <td>1000/-</td> </tr> <tr> <td>3. Women’s day celebration</td> <td>8000/-</td> </tr> <tr> <td>4. Competitions for students:</td> <td>-</td> </tr> <tr> <td>    a. Presentation on women in leadership</td> <td></td> </tr> <tr> <td>    b. Poster presentation on diet for women</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>10000/-</b></td> </tr> </table>	1.Lecture on women in leadership-	Rs. 1000/-	2. Lecture on women in leadership-	1000/-	3. Women’s day celebration	8000/-	4. Competitions for students:	-	a. Presentation on women in leadership		b. Poster presentation on diet for women		<b>Total</b>	<b>10000/-</b>
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		- Funds to be utilised appropriately for the necessities and avoid on refreshments. - Budget captioned for Honorarium is Rs. 1000/- - Asked to include new teachers from the SC/ST categories for the welfare committee of the SC/ST students. - Proposal for fund allocation be sent to the Principal for prior approval.															
9.	<b>Innovation and Incubation Cell Uma Masur</b>  At 3.40 p.m.	<b>Activities 2021-22:</b> 1. My story Motivational story by successful entrepreneur/ start up founder 2. My Story - Motivational Session by Successful Innovators. Self driven activity- Student fair for idea/ product testing dtd. 16-12-2021 3. Workshop on “Entrepreneurship and Innovation as Career Opportunity” - Utilise the IPR funds once sanctioned for this year. - Provide e-certificates instead of hard copies. - Proposal for fund allocation be sent to the Principal for prior approval.															
10	<b>Alumni Connect – Ian Barreto Uma Masur</b>  At 04.00 p.m.	Timeline for inaugurating Alumni Association is by 31 <sup>st</sup> December 2021.  To look into the issue relating to the fund allocation under FOSS club is still pending.-asked to settle the same by the accounts.															
11.	<b>Publicity Committee – Carol Barreto Lawrie Colaco</b>  At 4.35 p.m.	Require atleast 10 interns to undertake certain tasks of publicity formatting /editing as there are many activities lined-up for the year. These students will gain experience and complete their internship hours. -Asked to submit a plan for the internship as how the students are going to benefit from undergoing this internship and how will they assess these students have acquired those skills.															
13.	<b>Others, if any</b>																
PCC/P-CM/2021/06-37      Rev: 01      Prepared by: Bhavana Sawardekar      Date:25.11.2021      Page: 4 of 4																	
Approved by Dr. Shaila Ghanti, Officiating Principal																	



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