

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 MEETING**

<b>MEETING INSTITUTION INNOVATION CELL</b>		<b>No: 02</b> <b>Date: 02-12- 2021</b> <b>Time: 10:45.AM to 11:45 AM</b> <b>Venue: AV Room</b>																
Conducted by <b>Dr. Uma Masur (Co – Convener)</b>																		
ATTENDEES: Uma Masur (Co-Convener) Kanchana R. Malcolm Afonso Aduja Naik Mahalaxmi Badiguir Shaila Ghanti Representatives of BRENDEMA startup.																		
S.N.	Agenda	Status/Decisions																
1.	Welcome and Introduction	C0-Convener Dr. Uma Masur welcomed all the members and spoke about agenda for the meeting .																
2.	Agenda	To finalize about quadrant II and III Activities. <table border="1"><thead><tr><th>Quadrant II activities</th><th>To be held in</th><th>Cordinator</th><th>Quadrant III activities</th></tr></thead><tbody><tr><td>Workshop on Entrepreneurship skill, Attitude and Behavior development</td><td>December 2021</td><td>Miss Aduja Naik</td><td>Field /exposure visit to incuation unit I patnt facilitation centre/technology transfer centre</td></tr><tr><td>Visit to incubation centre</td><td>January 2022</td><td>Mahalaxmi Badiguir and Trupti Dessai</td><td>Session /workshop on business model canavs( BMC)</td></tr><tr><td>Workshop on “Design thinking, Critical thinking and Innovation design”</td><td>February 2022</td><td>Abhishek Gudekar and Hashma Mujawar</td><td>Workshop on IPR and IP management for start up.</td></tr></tbody></table>	Quadrant II activities	To be held in	Cordinator	Quadrant III activities	Workshop on Entrepreneurship skill, Attitude and Behavior development	December 2021	Miss Aduja Naik	Field /exposure visit to incuation unit I patnt facilitation centre/technology transfer centre	Visit to incubation centre	January 2022	Mahalaxmi Badiguir and Trupti Dessai	Session /workshop on business model canavs( BMC)	Workshop on “Design thinking, Critical thinking and Innovation design”	February 2022	Abhishek Gudekar and Hashma Mujawar	Workshop on IPR and IP management for start up.
Quadrant II activities	To be held in	Cordinator	Quadrant III activities															
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Workshop on “Design thinking, Critical thinking and Innovation design”	February 2022	Abhishek Gudekar and Hashma Mujawar	Workshop on IPR and IP management for start up.															
3.	Self-driven activity	Malcom Afonso to arrange Student fair Start up exhibition in association with social affairs led by Sir. Debashish Bagchi. The screening will be held on 6 <sup>th</sup> Dec 2021. The activity is scheduled in the last week of December 2021. Almost 20 participants have registered for the same.																
Prepared by: Ms. Mahalaxmi badiguir Corrected by: Dr. Uma Masur		Date: 06/12/2021 Date:																

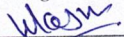


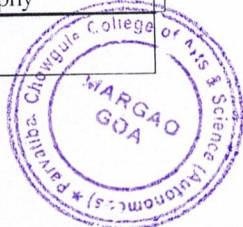


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**MINUTES OF MEETING**

<b>MEETING INSTITUTION INNOVATION CELL</b>		No: 03 Date: 03-01- 2022 Time: 12:45.AM to 1:15 PM Venue: A-205 Botany lab								
Conducted by <b>Dr. Uma Masur (Co – Convener)</b>										
ATTENDEES: Uma Masur (Co-Convener) Kanchana R. Aduja Naik Abhishek Gudekar Sanjay Gaikwad										
S.N.	Agenda	Status/Decisions								
1.	Welcome and Introduction of various designation held by all the members	Dr. Uma Masur welcomed all and informed about various designation held by all the members as follows and requested to take responsibilities of designated area :- 1. Dr. Shaila R. Ghanti (Convener) 2. Uma Masur (Co-Convener, Innovation activity) 3. Dr. Prabhakar-Vice President ARIIA 4. Dr. Kanchana R- IPR activity coordinator 5. Mahalaxmi Badiguir- Member secretary , Start up activity coordinator 6. Abhishek Gudekar – Social media coordinator 7. Sanjay Gaikwad –Internship activity coordinator 8. Malcolm Afonso-Member 9. Madhavi Motankar-Member 10. Trupti Phal Dessai -Member 11. Aduja Naik -Member 12. Mithali Halarnkar-Member 13. Hashma Mujawar –Member								
2.	Agenda	To discuss about following quadrant II activity <table border="1"><thead><tr><th>Quadrant II Activity</th><th>To be held on</th><th>Coordinator</th></tr></thead><tbody><tr><td>Workshop on Entrepreneurship skill, Attitude and Behavior development</td><td>12<sup>th</sup> January 2022</td><td>Miss Aduja Naik and Miss Mahalaxmi Badiguir</td></tr></tbody></table>	Quadrant II Activity	To be held on	Coordinator	Workshop on Entrepreneurship skill, Attitude and Behavior development	12 <sup>th</sup> January 2022	Miss Aduja Naik and Miss Mahalaxmi Badiguir		
Quadrant II Activity	To be held on	Coordinator								
Workshop on Entrepreneurship skill, Attitude and Behavior development	12 <sup>th</sup> January 2022	Miss Aduja Naik and Miss Mahalaxmi Badiguir								
	Various duties	<table border="1"><tbody><tr><td>Proposal</td><td>Miss Aduja naik</td></tr><tr><td>Feedback, Attendance and Compere</td><td>Mahalaxmi, Trupti</td></tr><tr><td>Refreshments</td><td>Trupti , Mithali</td></tr><tr><td>Report writing</td><td>Hashma and Mithali , arrangement of photography and videography</td></tr></tbody></table>	Proposal	Miss Aduja naik	Feedback, Attendance and Compere	Mahalaxmi, Trupti	Refreshments	Trupti , Mithali	Report writing	Hashma and Mithali , arrangement of photography and videography
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Refreshments	Trupti , Mithali									
Report writing	Hashma and Mithali , arrangement of photography and videography									
Prepared by: Ms. Mahalaxmi badiguir Date: 07/01/2022 Corrected by: Dr. Uma Masur  Date: 07/01/2022										





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## MINUTES OF MEETING

<b>MEETING INSTITUTION INNOVATION CELL</b>		<b>No: 04</b> <b>Date: 08-02- 2022</b> <b>Time: 10:00.AM to 12.00PM</b> <b>Venue: A-205 Botany lab</b>	
Conducted by <b>Dr. Uma Masur (Co – Convener)</b>			
ATTENDEES: Uma Masur (Co-Convener) Dr.Sanjay Gaikwad Mahalaxmi Badiguir Cdr. Parijat Sinha Malcolm Afonso Madhavi Motankar Trupti Fal Dessai Dr. Aduja Naik Mithali Halarnkar Hashma Mujawar			
S.N.	Agenda	Status/Decisions	
1.	Welcome	Dr. Uma Masur –co-convener welcomed all and discussed the agenda	
2.	Agenda	Formulation of NISP policy	
3.	Discussion	All the present members discussed the NISP Policy and gave their valuable inputs. The proposed changes have been made in the policy. To standardize the policy more further, various annexures have to be included which will provide detailed information to carry out the proposals smoothly. In regard to the same, preparation of the each annexure has been assigned to the following faculty and drive also has been shared for their information.	
4.	Various duties	ANNEXURES	In charge
		A-List of facilities and infrastructure required by the proposer	Mahalaxmi Badiguir
		B-Links, collaborations, external agencies for the funds.	Malcom Afonsa
		C-Process, guidelines for students to register	Madhavi Motankar
		D-Credits to be allocated to the registered students E-Semester break to be allowed for the students and faculty. F-Minimum attendance policy for the registered students.	Dr.Sanjay Gaikwad and Dr. Kanchana R
		G-Rental plan to use the incubation.	Hashma Mujawar
		A- Format of the registration form B- Assessment format of the ongoing proposals.	Trupti Fal Dessai Dr. Aduja Naik



5.	Note	All are requested to attend the next meeting scheduled on 18 <sup>th</sup> Feb 22 Agenda: discussion on assigned annexure.
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Prepared by: Ms. Mahalaxmi Badiguir

Date: 10 /02/2022

*Dr. Uma Masun Masun*





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## MINUTES OF MEETING

<b>MEETING INSTITUTION INNOVATION CELL</b>		<b>No: 5</b> <b>Date: 02-03- 2022</b> <b>Time: 12:00. PM to 1:00 PM</b> <b>Venue: A-205 Botany lab</b>															
Conducted by <b>Dr. Uma Masur (Convener)</b>																	
<b>ATTENDEES</b> Uma Masur (Convener), Abhishek Gudekar, Malcolm Afonso Trupti Fal Dessai		<b>ABSENTEES</b> Dr. Sanjay Gaikwad Dr. Kanchana ( Informed) Dr. Aduja Naik Ms. Hashma Mujawar (Informed) Ms. Madhavi Motankar Ms. Mahalaxmi Badiguir															
<b>S.N.</b>	<b>Agenda</b>	<b>Status/Decisions</b>															
1.	Welcome and Introduction	Co-Convener Dr. Uma Masur welcomed all the members and spoke about agenda for the meeting.															
2.	Agenda – To finalize about Quadrant III Activities.	<table border="1"><thead><tr><th>Quadrant III activities</th><th>To be held in</th><th>Coordinator</th></tr></thead><tbody><tr><td>Field Visit to Incubation Unit (CIBA)</td><td>March 2022</td><td>Mr. Malcolm Afonso &amp; Ms. Hashma Mujawar</td></tr><tr><td>Workshop on Business Model Canvas</td><td>April 2022</td><td>Ms. Mahalaxmi Badiguir</td></tr><tr><td>Workshop on IPR</td><td>May 2022</td><td>Ms. Kanchana R.</td></tr><tr><td></td><td></td><td></td></tr></tbody></table>	Quadrant III activities	To be held in	Coordinator	Field Visit to Incubation Unit (CIBA)	March 2022	Mr. Malcolm Afonso & Ms. Hashma Mujawar	Workshop on Business Model Canvas	April 2022	Ms. Mahalaxmi Badiguir	Workshop on IPR	May 2022	Ms. Kanchana R.			
Quadrant III activities	To be held in	Coordinator															
Field Visit to Incubation Unit (CIBA)	March 2022	Mr. Malcolm Afonso & Ms. Hashma Mujawar															
Workshop on Business Model Canvas	April 2022	Ms. Mahalaxmi Badiguir															
Workshop on IPR	May 2022	Ms. Kanchana R.															
3.	AOB MIC Activities	1. Creation of E-resources (E-learning sessions, You tube channel)- Abhishek Gudekar 2. Refer Institutions and earn reward point															
4.	Mentoring	<ul style="list-style-type: none"><li>Mentoring charges and profession charges of the CA should be highlighted in NISP policy</li><li>Suggested name for Institute mentorship: - Dr. Sanjay Gaikwad</li></ul>															
5.	Various duties	<ul style="list-style-type: none"><li>The coordinators are expected to submit the final Dates of conducting the activities by 7<sup>th</sup> March 2022.</li><li>The members are also expected to Submit the proposals and budget for activities much before the actual day (to be send to Mr. Abhishek Gudekar for approval)</li><li>The selection of the students for field visit could be on the basis of their participation in the various IIC Talks/Workshops. (Minimum 20</li></ul>															

		participants)
5.	Meeting With BRENDEMA	<ul style="list-style-type: none"> <li>Members of BRENDEMA to be involved in conducting IIC activities.</li> <li>11<sup>th</sup> March 2022 – Meeting with BRENDEMA (Mr. Malcolm Afonso to contact and assign the duties to the members of BRENDEMA)</li> </ul>
5.	Suggestions by members	<ul style="list-style-type: none"> <li>The activities can be uploaded on College You tube Channel</li> <li>online sessions of IIC can be recorded through OBS whereas the offline sessions can be recorded with the help of Tiger's studio</li> <li>Students who are enrolling for start-up under college IIC (at third semester) should compulsorily attend online talks and workshops during first two semesters. IIC members to motivate students</li> <li>Utility/Support staff, HR/PR could be involved in IIC for smooth functioning</li> </ul>

Prepared by: Ms. Trupti Fal Dessai

Date: 03/03/2022

Corrected by: Dr. Uma Masur

Date: 04/03/2022





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**MINUTES OF MEETING**

<b>MEETING INSTITUTION INNOVATION CELL</b>		<b>No: 6</b> <b>Date: 12-04- 2022</b> <b>Time: 1:00.PM to 1.30PM</b> <b>Venue: A-205 Botany lab</b>
Conducted by <b>Dr. Uma Masur (Convener)</b>		
ATTENDEES: Uma Masur (Convener) Mahalaxmi Badiguir Abhishek Gudekar Dr. Sameena Falleiro Gajanan Nial		
S.N.	Agenda	Status/Decisions
1.	Welcome	Dr. Uma Masur –convener welcomed all and discussed the agenda
2.	Agenda	1. Selection of the mentoring institutions 2. Smart India Hackathon 3. Selection of SPOC.
3.	Discussion	The convener discussed with all the present members about identifying 3 to 5 institutes to be mentored by the college. The convener also discussed about upcoming “Smart India Hackathon” wherein the potential students should be identified for the competition. In the purview of the same and to create awareness among all, it was decided that information about the competition will be sent to all the HODs and faculty. Discussion was also held regarding the selection of SPOC and it is yet to be finalized.
Prepared by: Ms. Mahalaxmi Badiguir		Date: 16/04/2022
Corrected by: Dr. Uma Masur <i>Uma</i>		Date:





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**MINUTES OF MEETING**

<b>MEETING INSTITUTION INNOVATION CELL</b>		<b>No: 07</b> <b>Date: 13th May 2022</b> <b>Time: 2:00.PM to 3.00PM</b> <b>Venue: Conference room</b>
Conducted by <b>Dr. Uma Masur (Co- Convener)</b>		
ATTENDEES: Uma Masur (Co-convener) Mahalaxmi Badiguir Abhishek Gudekar Madhavi motankar Hasma Mujawar Aduja Naik Malcom Afonso Dr. R. Kanchana Mithali Halarnkar Sanjay Gaikwad Dr. Shaila Ghanti		
S.N.	Agenda	Status/Decisions
1.	Welcome	Dr. Uma Masur – CO- convener welcomed all and discussed the agenda
2.	Agenda	Discussion
	1. Review of Quarter 3 activities	The third activity of quarter III i.e. workshop on IPR and IP Management for start up, will be conducted in the month of May 2022. All other activities are conducted and reports are duly uploaded.
	2. Planning of Quarter 4 activities	Following activities will be conducted in Quarter IV(June, July and August) 1. Session on innovation /prototype validation-converting innovation into a start up or session on achieving “ value proposition fit and “ business fit” 2. Session on angel investment /VC funding opportunity for early stage entrepreneurs 3. Panel discussion with innovation and start up ecosystem enablers from the region/state and national level. 4. World Entrepreneurs Day
3.	IPR cell report status	The budget along with the activities list has to be finalized and send to the IPR fund.
4.	Mentoring program	To plan suitable date for second mentoring programme



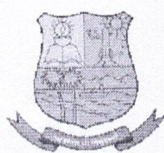


5.	ATL School Linkage	<p>Three school has been identified for the linkage</p> <ol style="list-style-type: none"> <li>1. P.M.G. THAKAR ADARSH HIGH SCHOOL, MARGOA</li> <li>2. ROSARY HIGH SCHOOL, NAVELIM</li> <li>3. VIDYA VIKAS ACADEMY, COMBA</li> </ol>
6	AOB	<ol style="list-style-type: none"> <li>1. No duly payment to resource person</li> <li>2. No clear procedure to submit bills</li> <li>3. Discussion regarding involving the students registered in IIC in conducting activities and motivating them for more involvement. <ul style="list-style-type: none"> <li>- Provision of certificate of appreciation to students</li> <li>- Formation of "Entrepreneurship club".</li> <li>- Creation of action plan of IIC with budget</li> </ul> </li> </ol>

Prepared by: Ms. Mahalaxmi Badiguir  
Corrected by: Dr. Uma Masur *Uma*

Date: 17/05/2022  
Date: 18/05/2022





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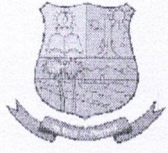
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S.N.	Agenda	Status/Decisions
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2.	Agenda	Discussion
	1. Review of Quarter 3 activities	The third activity of quarter III i.e. workshop on IPR and IP Management for start up, will be conducted in the month of May 2022. All other activities are conducted and reports are duly uploaded.
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3.	IPR cell report status	The budget along with the activities list has to be finalized and send to the IPR fund.
4.	Mentoring program	To plan suitable date for second mentoring programme



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<p>Prepared by: Ms. Mahalaxmi Badiguir Corrected by: Dr. Uma Masur <i>Uma</i></p>		<p>Date: 17/05/2022 Date: 18/05/2022</p>





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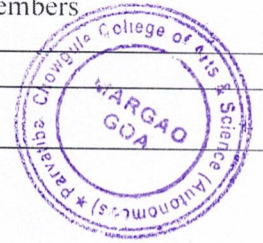
**MINUTES OF MEETING**

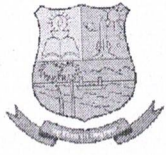
<b>MEETING OF INNOVATION AND INCUBATION CELL COMMITTEE</b>		<b>No: 09</b> <b>Date: 18<sup>th</sup> August 2022</b> <b>Day: Thursday</b> <b>Time: 12:45 PM to 1:30 PM</b> <b>Venue: Room No.A-205(Science Block)</b>
<b>Conducted by</b> Dr. Uma Masur (Convener)		
<b>ATTENDEES:</b> Dr. Uma Masur - Convener Dr. Sanjay Gaikwad Ashweta Fondekar Saroj Usgaonkar Mithali Halarnkar Dr. Starlaine Mascarenhas Dr. Aduja Naik Amogh S Pai Raiturkar Venkatesh Prabhu Gaonkar		
S.N.	Agenda	Status/Decisions
1.	Quarter IV activity	1. Dr. Uma welcomed the committee and informed about Q IV activities to be conducted before 31 <sup>st</sup> August as per the IIC instruction and Annual report to be submitted on 11 <sup>th</sup> Sept. 2022 2. Dr. Aduja agreed to conduct one activity. 3. It was discussed to check if Bootcamp sessions conducted by GSIC can be included under Q IV IIC activity. Ms. Saroj agreed to look into the matter
1.	To finalize the date for Innovator's Fest	4. As per discussion it is decided to organise the Innovative Fest programme at the end of September 2022. 5. Google form will be uploaded on the College Website for the students to



	Programme	Register for participation in Innovative Fest programme under different categories. 6. Registration fee to be charged from each participant or stall with max. 5 students 7. The participants from Mentee College Rosary College of Arts, Science & Commerce, Navelim will be invited to participate. 8. The prizes will be given to the participants for 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> place. 9. Certificate will be issued to all the participants
2.	To appoint Programme Coordinator for different sections	After discussion with all the committee members it is unanimously decided to appoint Mithali Halrnkar as Life Sciences In charge, Saroj Usgaonkar as Social Sciences In charge & Ashweta Fondekar as Computer Sciences In charge. Teachers to have meeting with Registered students before festival. Google forms to be done by Ms. Saroj Usgaonkar, Flyer Mr. Venkatesh. Both to be validated by Dr. Sanjay Gaikwad as per IIC norms.
3	Venue for the Innovators fest programme	It is discussed to organize the fest either near Canteen/ Quad/ Tiger ghol as per availability & weather condition.  Meeting ended at 1.30PM. Dr. Uma thanked all the members
4	AOB	Nil

Prepared by: Deepak Bhandari  
Corrected by: Dr. Uma Masur *Uma*





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<b>MEETING INSTITUTION INNOVATION CELL</b>		<b>No: 08</b> <b>Date: 22-06- 2022</b> <b>Time: 10:30.AM to 11:00 AM</b> <b>Venue: A-205 Botany lab</b>															
Conducted by <b>Dr. Uma Masur (Co – Convener)</b>																	
ATTENDEES: Uma Masur (Co-Convener) Trupti Fal Dessai ABSENTEES: Dr. Aduja Naik Ms. Hashma Mujawar Ms. Trupti Fal Dessai Ms. Mithali Halarnkar Ms. Madhavi Motankar Ms. Kanchana R. (On intimation)																	
S.N.	Agenda	Status/Decisions															
1.	Address	Inspite of no quorum the meeting was conducted on urgent basis due to very little time availability to conduct Quarter IV activities															
2.	Agenda	To discuss and finalise about following quadrant IV activity															
		<table border="1"><thead><tr><th>Quadrant IV Activity</th><th>To be held on or before</th><th>Coordinator</th></tr></thead><tbody><tr><td>Session on innovation /prototype validation- converting innovation into a start up or session on achieving “ value proposition fit and “ business fit”</td><td>25<sup>th</sup> July 2022</td><td>Dr. Aduja Naik &amp; Ms. Hashma Mujawar</td></tr><tr><td>Session on angel investment /VC funding opportunity for early stage entrepreneur fit and “ business fit”</td><td>16<sup>th</sup> August 2022</td><td>Ms. Trupti Fal Dessai &amp; Ms. Mithali Halarnkar</td></tr><tr><td>Panel discussion with innovation and start up ecosystem enablers from the region/state and national level</td><td>31<sup>st</sup> August 2022</td><td>Ms. Madhavi Motankar &amp; Ms. Kanchana R.</td></tr><tr><td>World Entrepreneurs Day</td><td>On 21<sup>st</sup> August 2022</td><td>Dr. Sanjay Gaikwad &amp; Dr. Uma Masur</td></tr></tbody></table>	Quadrant IV Activity	To be held on or before	Coordinator	Session on innovation /prototype validation- converting innovation into a start up or session on achieving “ value proposition fit and “ business fit”	25 <sup>th</sup> July 2022	Dr. Aduja Naik & Ms. Hashma Mujawar	Session on angel investment /VC funding opportunity for early stage entrepreneur fit and “ business fit”	16 <sup>th</sup> August 2022	Ms. Trupti Fal Dessai & Ms. Mithali Halarnkar	Panel discussion with innovation and start up ecosystem enablers from the region/state and national level	31 <sup>st</sup> August 2022	Ms. Madhavi Motankar & Ms. Kanchana R.	World Entrepreneurs Day	On 21 <sup>st</sup> August 2022	Dr. Sanjay Gaikwad & Dr. Uma Masur
Quadrant IV Activity	To be held on or before	Coordinator															
Session on innovation /prototype validation- converting innovation into a start up or session on achieving “ value proposition fit and “ business fit”	25 <sup>th</sup> July 2022	Dr. Aduja Naik & Ms. Hashma Mujawar															
Session on angel investment /VC funding opportunity for early stage entrepreneur fit and “ business fit”	16 <sup>th</sup> August 2022	Ms. Trupti Fal Dessai & Ms. Mithali Halarnkar															
Panel discussion with innovation and start up ecosystem enablers from the region/state and national level	31 <sup>st</sup> August 2022	Ms. Madhavi Motankar & Ms. Kanchana R.															
World Entrepreneurs Day	On 21 <sup>st</sup> August 2022	Dr. Sanjay Gaikwad & Dr. Uma Masur															
		It is requested to Programm coordinators to submit proposal of the activities at the earliest.															
Prepared by: Ms. Trupti Fal Dessai Corrected by: Dr. Uma Masur		Date: 23/06/2022 Date: 23/06/2022															

