

# Parvatibai Chowgule College of Arts and Science

## Autonomous

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard**

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## Annual Mentoring Report - AY 2020- 21

Mentoring of students is an integral part of our educational system; it aims in providing guidance and support. Mentors play a key role in the college as they help the mentees deal with academic difficulties faced by them thereby helping them complete their credits in a smooth manner.

In order to incorporate the mentoring system in campus mentor mentee meets are held every semester to bring about the best potentials in our students.

The pandemic necessitated that mentoring take place in an online mode with homogenous group of students. The mentoring committee prepared guidelines for the mentor mentee meet by penning down objectives of the mentoring program in Parvatibai Chowgule College. An initiative taken by the Mentoring committee this year was to address the queries of mentees presented by the mentors in their report to the committee. The committee members sought information from respective authorities and shared the same with all the mentors.

Following is the detailed report for the academic year 2020-2021 of the mentoring committee along with the mentor mentee meets held thrice during the year - one in the odd semester (Nov 2020) and two in the even semester (Feb and May 2021).

### Mentor Mentee Meetings

**2<sup>nd</sup> -7<sup>th</sup> November 2020:**

The first mentor mentee meet was conducted for from 2<sup>nd</sup> -7<sup>th</sup> November 2020. Mentors were given different google form links to submit report separately for FY, SY, TY, B.A/B.Sc. and P.G.

Following were the tasks done by mentors after mentor mentee meet:

- o Mentors submitted the details of the TYs students who have not completed the internship.
- o Mentors shared issues raised by mentees during the mentoring meeting (which were resolved by the mentors themselves)
- o Mentors shared issues raised by mentees for which further clarification was needed.

A total of 84 mentors submitted the reports. A total of 736 mentees were allotted to these mentors out of whom 592 mentees attended the meet.

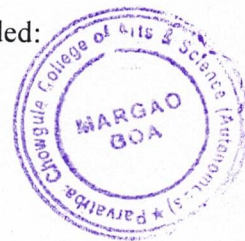
After receiving reports from mentors, issues raised by mentors were resolved by the mentoring committee and the same was shared with all the mentors.

Upon receiving feedback from mentees some of the important issues that were taken up by mentoring committee with the concerned authorities were:

- Clarity on NEC
- Status of internship completion

Feedback from mentees pertaining to teachers was also shared with the mentors. These included:

- Rescheduling of lectures by teachers to be avoided





- Resources (books, PPTs recordings) to be made available to students

**22<sup>nd</sup> - 27<sup>th</sup> February, 2021:**

The first mentor mentee meet for even semester was held on 22<sup>nd</sup> -27<sup>th</sup> February, 2021 for FY/SY/TY/BA/BSC and PG through online and offline mode as per mentor's convenience. The reports of meet were shared through Google form prepared by the mentoring committee Convenor.

The agenda for the meet was as follows:

- To inquire with the mentees about their performance in the odd semester examination.
- Details of students (Roll number and name) who are yet to register or complete their internship (TY)

Mentors were asked to submit a report stating

- Specific issues raised by mentees
- Clarification needed from the College if any
- Details of students (Roll number and name) who are yet to register or complete their internship (TY)

A total of 48 mentors submitted the report. A total of 291 mentees were allotted to these mentors out of whom 246 mentees attended the meet.

Mentors shared reports of the various issues that were addressed by the mentors themselves. Other issues for which the clarification was addressed by the mentoring committee after obtaining the necessary information from the respective authorities. The clarifications of the issues were then mailed to the mentors.

**3<sup>rd</sup> to 8<sup>th</sup> May, 2021:**

The 2<sup>nd</sup> mentor-mentee meet was conducted from 3<sup>rd</sup> to 8<sup>th</sup> May, 2021 through g-meet. The google form link was provided for swift collection of data from the mentees.

The agenda for the Mentor Mentee Meet was as follows:

1. Discuss the results of the odd semester with the mentees.
2. Address any issues faced by students during this time of distress.

A total of 23 mentors submitted the report. A total of 409 mentees were allotted to the mentors out of which 327 attended the meet. Most mentees were contacted through g-meet while some who didn't attend the meet were contacted personally through WhatsApp by the mentors. The mentoring committee compiled the issues faced by the students and the clarifications to the same were mailed to the mentors.





## Mentoring Committee Meetings

**7<sup>th</sup> October, 2020:**

A meeting was held on 7<sup>th</sup> October, 2020 by the mentoring committee to discuss the plan of action for the academic year 2020-21.

The UGC has laid guidelines for mentoring as a part of the induction program – Diksharambh. Incorporating the same and considering what has been the practice in Chowgule College, as also the current pandemic situation, a revision was needed in the mentoring process followed in College. However, due to Pandemic situation and the resultant burden faced by students and teachers, the same could not be executed.

Nevertheless, a major change adopted by the mentoring committee was to have a homogenous set of mentees to enable smooth conduct of mentor-mentee meet.

Objectives of the mentoring program were finalized as follows:

1. To ensure that students are clear about the Course Structure, Evaluation system, attendance, and credits.
2. Provide a safety net for students who may be facing problems – both academic and personal
  - a. Academic – attendance, performance in the CAs, teaching-learning process etc.
  - b. For personal problems inform them about Counsellors in college
3. Ensure that students are completing their required number of credits

**19<sup>th</sup> February 2021:**

A meeting was held on 19<sup>th</sup> February, 2021 by the mentoring committee. The agenda of this meeting was as follows:

- To prepare a schedule for mentor-mentee meetings
- To set the agenda for the upcoming mentor-mentee meet

The committee agreed that mentors should not take up complaints about faculty. Instead, mentees should be directed to submit their complaint about teachers in the suggestion/grievance box. Thus, the committee decided to ask the principal to provide complaint/grievance box for the students near the office.

**30<sup>th</sup> April, 2021:**

A google meeting was convened on 30<sup>th</sup> April, 2021 in lieu of rising cases in the state. The agenda of this meeting was as follows:

- To decide upon dates for Mentor-Mentee Meet
- To decide upon agenda for the upcoming Mentor Mentee Meet.
- AOB





It was decided that mentors should be asked to conduct meetings from 3<sup>rd</sup> to 8<sup>th</sup> May, 2021 through g-meet.

The agenda for the Mentor Mentee Meet was finalized as follows:

1. Discuss the results of the odd semester with the mentees.
2. Address any issues faced by students during this time of distress.

### Talk by Counselors

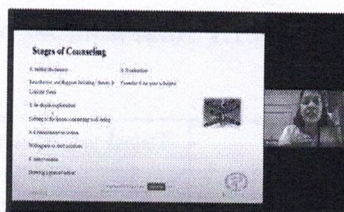
9<sup>th</sup> April 2021:

The mentoring committee in collaboration with the college counsellors organized a talk on “Personal Counseling – An Overview of Academic Years 2019-2021” for the Teaching Faculty on Friday, 9<sup>th</sup> April 2021 at 2:30 p.m. to 3:30 p.m. This talk was attended by 21 faculties. The aim of this webinar was to sensitize faculty about the types of issues faced by students and also to provide a comparative analysis of cases handled prior to pandemic, during lockdown and since the pandemic.

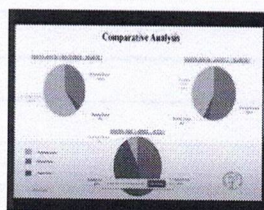
This talk was conducted to provide an insight to the faculty about the difficulties and issues faced by students in their day-to-day life which at times does hamper their academic performance.



Dr. Sobha Kirtani, Convenor, Mentoring Committee welcoming the Speakers and Participants



Ms. Prinka Sardinha, College Counsellor, addressing the participants on the objective, stages and importance of counseling.



Sl. No.	Academic Issues	Personal Issues	Family Issues
1.	Problems in understanding the syllabus	Problems in understanding the syllabus	Problems in understanding the syllabus
2.	Problems in understanding the syllabus	Problems in understanding the syllabus	Problems in understanding the syllabus
3.	Problems in understanding the syllabus	Problems in understanding the syllabus	Problems in understanding the syllabus
4.	Problems in understanding the syllabus	Problems in understanding the syllabus	Problems in understanding the syllabus
5.	Problems in understanding the syllabus	Problems in understanding the syllabus	Problems in understanding the syllabus
6.	Problems in understanding the syllabus	Problems in understanding the syllabus	Problems in understanding the syllabus
7.	Problems in understanding the syllabus	Problems in understanding the syllabus	Problems in understanding the syllabus
8.	Problems in understanding the syllabus	Problems in understanding the syllabus	Problems in understanding the syllabus
9.	Problems in understanding the syllabus	Problems in understanding the syllabus	Problems in understanding the syllabus
10.	Problems in understanding the syllabus	Problems in understanding the syllabus	Problems in understanding the syllabus
11.	Problems in understanding the syllabus	Problems in understanding the syllabus	Problems in understanding the syllabus
12.	Problems in understanding the syllabus	Problems in understanding the syllabus	Problems in understanding the syllabus
13.	Problems in understanding the syllabus	Problems in understanding the syllabus	Problems in understanding the syllabus
14.	Problems in understanding the syllabus	Problems in understanding the syllabus	Problems in understanding the syllabus
15.	Problems in understanding the syllabus	Problems in understanding the syllabus	Problems in understanding the syllabus
16.	Problems in understanding the syllabus	Problems in understanding the syllabus	Problems in understanding the syllabus
17.	Problems in understanding the syllabus	Problems in understanding the syllabus	Problems in understanding the syllabus
18.	Problems in understanding the syllabus	Problems in understanding the syllabus	Problems in understanding the syllabus
19.	Problems in understanding the syllabus	Problems in understanding the syllabus	Problems in understanding the syllabus
20.	Problems in understanding the syllabus	Problems in understanding the syllabus	Problems in understanding the syllabus
21.	Problems in understanding the syllabus	Problems in understanding the syllabus	Problems in understanding the syllabus

Ms. Pooja Parab, college counsellor, highlighting the various issues handled by the counsellors during the academic years 2019-2021.

### Challenges Faced by the committee

- 1) Due to online mode of communication, at times mentors faced difficulties in contacting students.
- 2) Many mentors don't send the reports hence it becomes difficult to address all student issues





## Mentor-Mentee Meet, 2019

The mentor mentee meet for this semester was held on Wednesday, 16<sup>th</sup> January 2019 from 11:30 a.m. to 1:30 p.m. The mentees were made aware about the mentor- mentee meeting through various modes like social media, notice on the college website, notices in the campus.

### *The objectives of the meet:*

- Examine the performance of the mentees in the previous examination.
- Verify the completion of credits
- Keep a check on the internship status of the mentees
- To ensure that mentees have set their targets.

Out of the 89 mentors 49 mentors sent the report of the meet by 24<sup>th</sup> January 2019.

### *Observations/outcomes*

A total of 471 students met their respective mentors on the day of the meet. 54% of the mentees have set their targets. 36% of TY students have completed their internship and have submitted their certificates to their concerned departments as well as to Mr. Vasant Hede. Mentors were able to communicate the requirement of maintaining the regular attendance.

**Table 1.1 Total number of students attended the meet–16<sup>th</sup> January 2019**

Class	Total no of students	Students attended the meet	Percentage
FYBA	204	73	36%
FYBSc	293	125	43%
SYBA	161	35	22%
SYBSc	276	74	27%
TYBA	159	35	22%
TYBSc	248	67	27%
BVoc	74	19	26%
PostGraduate	175	43	25%
<b>TOTAL</b>	<b>1590</b>	<b>471</b>	<b>30%</b>





**Table1.2 Details of the target set as on28<sup>th</sup> January2019**

<b>Course</b>	<b>TotalStudent</b>	<b>Target Set</b>	<b>Remaining</b>	<b>Percentage</b>
Computer Application(PGDCA)	12	3	9	25%
FYBsc	293	175	118	60%
FYBA	204	111	93	54%
FYBVoc	60	30	30	50%
Geo-Informatics(P.G.D.G.I.S)	24	0	24	0%
MA Part I	48	30	18	63%
MA Part II	41	20	21	49%
MSc Part I	28	9	19	32%
MSc Part II	22	0	22	0%
SY Bsc	276	158	118	57%
SYBA	161	87	74	54%
SY BVoc	14	6	8	43%
TY Bsc	248	139	109	56%
TYBA	159	86	73	54%
<b>Total</b>	<b>1590</b>	<b>854</b>	<b>736</b>	<b>54%</b>





### **First Mentor-Mentee-Meet, 2018-19**

The first Mentor-Mentee meet was held on 26<sup>th</sup> June 2018 between 11.30 a.m. and 1.30 p.m. the files consisting the instructions and list of the mentees along with the ID cards were sent to the respective mentors prior to the meeting.

The agenda for the meeting was to brief the FY students about the objective of mentoring and the mentor mentee program, along with various facilities in the college including the student support services, library service, use of I.D cards on campus, Hostel, Generic electives deadline date and about 'Earn and Learn scheme'. Students were also explained about the significance of the target setting and also grade tracking. The ID cards of the FY students were handed over to them. The second and the third year students were reminded about the target setting as well as to follow the rules and study well as well as practice good behavior. As the college will give t-shirts to First Year students this year, the mentors were requested to help in noting the size of the t-shirts so that the same can be given to them during the next mentor-mentee meet.

The mentors were asked to write a report based on their meet with the mentees and were requested to submit the report and feedback to Kimberley Mascarenhas (Personal Counselor).

After analyzing the mentor reports, the following issues/feedback has been received and thus compiled:

Many mentors mentioned that most 2ndyear and 3rdyear students did not attend the meeting.

Another concern was that of transport. Some students have requested for a direct bus to and fro Ponda. At least from Arlem to college and back.

The mentors were of the opinion that this program is very helpful as they got to know students from various departments.

The mentors have suggested that they should be provided with information about sports and cultural activities so that they can share it with their mentees.





## Second Mentor-Mentee Meet, 2018-19

The second Mentor-mentee meet was held on the Thursday 16<sup>th</sup> August 2018 between 11.30 a.m. and 1.30 p.m. (for the students of B.A, B.Sc, B.Voc. and P.G.). The instructions of the meet were mailed to all the mentors prior to the meeting.

The agenda of the meet was to ensure that all mentees have set their targets and are aware of the significance of Target setting. Also inquire about the progress/performance and the last SEE and current CAs. All students, particularly the FYs were well-informed regarding the structure of autonomy and the credit system. Advise on the importance of maintaining regular attendance for lectures and practicals. The TY mentees had to be informed that there will be no special examination covering all six semesters. Those who have backlogs in the fifth and/or sixth semester will be allowed to reappear within 15 days from the declaration of results.

The mentors were asked to write a report based on their meet with the mentees and were requested to submit the report and feedback to Kimberley Mascarenhas (Personal Counselor) by 25<sup>th</sup> August 2018. Out of 89 mentors 49 mentors sent the report. After analyzing the mentor reports the following issues/ feedback has been received and thus compiled:

### **Suggestions /Feedback from mentors:**

Instead of cancelling teaching hours for the meet, it should be held during the non-evaluative credit period

Each department should organize an orientation program for the FY students regarding internships and potential companies

System for students to keep track of their non-evaluative credits is needed





# Revised Induction Programme Schedule

Inbox

Wed, Oct 14, 2020, 1:48 PM

Principal Of Chowgule College

<principal@chowgules.ac.in>

to Harish, Sobita, Dr, Sameena, Alberto, Sachin, Andrew, Nandini, Sharmila, Pooja,  
Anila, Devashish, Sachin, Shaila, Radhiya, Fiona, GRETA

Dear All,

Please find the attached revised Induction Programme schedule for your reference. The Induction programme is scheduled on Thursday, 15th October 2020 in the Lower auditorium. A laptop will be arranged for the sessions. You are requested to get your presentation on a pendrive.

*Shaila R. Ghanti*

DR. SHAILA R. GHANTI

OFFG. PRINCIPAL

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





# INDUCTION PROGRAMME SCHEDULE FOR NEW TEACHERS 2020-2021

**Date: 15<sup>th</sup> October, 2020**

**Venue: Lower Auditorium**

9:30 am – 10:15 am	Offg. Principal’s Address	Dr. Shaila Ghanti
	a. Introduction to the College	
	b. Expectation and Delivery	
	c. Organizational Structure	
	d. Responsibilities	
10:30 am – 10:45 am	<b>GROUP PHOTO (Heritage Hall)</b>	
10:45 am – 11:00 am	a. Service Conditions	Shri. H.S.S. Nadkarni
	b. Library	
11:00 am – 11:15 am	Mentoring	Dr. Sobita Kirtani
11:15 am – 11:30 am	Autonomy, Course Structure of PCCAS	Dr. Sonia Fernandes DaCosta
11:30 am – 11:45 am	Teaching - Learning at PCCAS	Dr. Sameena Falleiro
11:45 am – 12:00 pm	Examinations	Shri. Ian Barreto
12:00 pm – 12:15 pm	Audit Process and Academic Work Record	Dr. Sachin Moraes
12:15 pm – 12:45 pm	Research	Dr. Nandini Vaz Fernandes
12:45 pm – 1:15 pm	Online Teaching & Evaluation (Technology and tools)	Shri. Andrew Barreto
	a. CMAIL	
	b. CLAAP/Google Classroom	
	c. Attendance entry	
1:15 pm – 2:00 pm	<b>LUNCH BREAK</b>	
2:00 pm – 3:00 pm	Students Support Services	Ms. Sharmila Menezes Ms. Pooja Parab Ms. Anila K.P.
	a. Exchange Programme	
	b. Counselling	
	c. Assignment Writing, Plagiarism	
3:00 pm – 3:15 pm	Internships and Placements	Dr. Sachin Kakodkar
3:15 pm – 3:30 pm	College Initiatives Activity clubs	Dr. Devashish Bagchi

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





## REPORT

### **Induction Programme for the new teachers**

**Date:** Thursday, 15<sup>th</sup> October 2020

**Time:** 9:30 am – 4:30 pm

### **Members Present:**

1. Shri Yeshwant S. Desai
2. Shri. Kapil Salkar
3. Dr. Pratibha Bakre
4. Dr. Priyanka Talak
5. Shri Sachin Gaonkar
6. Ms. Jyoti Hosamani
7. Miss Vijayshree T. Satpalkar
8. Miss Nikita V. Gaonkar
9. Miss Josmita Fernandes
10. Shri. Gorak Sirsat
11. Shri Swapnil Naik
12. Shri. Pranav Valvaikar
13. Ms. Rajlaxmi Nair
14. Ms. Vidya Nadagaddi
15. Shri. Shubhankar Shah

### **Member absent:**

1. Shri Anthony Gomes
2. Ms. Alisha Satwani

The induction programme began with the Offg. Principal, Dr. Shaila Ghanti welcoming the new teachers to the college. She gave a brief introduction about the college, the structure of the college and stated its recent achievements.

This was followed by the address of Shri. Harish S.S. Nadkarni where he highlighted on developing good and healthy relationship with the students. Dr. Sobita Kirtani addressed on the mentoring system of the college.

Dr. Sonia Fernandes Da Costa explained the autonomous course structure of the college while Dr. Sameena Falleiro explained the new teachers about the various Teaching Learning Methodologies. Mr. Andrew Barreto explained the various online teaching and evaluation tools. Dr. Sachin Moraes emphasised on the audit process and on maintenance of academic work record.

Dr. Nandini Vaz Fernandes motivated the faculty to focus on quality publication and also encouraged them to contribute to Research.

This was followed by a brief presentation by Ms. Sharmila Menezes on the Exchange Programme, by Ms. Pooja Parab and Ms. Prianka Sardinha on the Counselling services available and by Ms. Anila K.P. on assignment writing and Plagiarism. Dr. Sachin Kakodkar briefed about the Internships and Placements committee. The session ended with Dr. Devashish Bagchi briefing the new teachers about the non-evaluative credits.





### Feedback on the Induction Programme

As per the feedback received from the new teachers, the induction programme provided valuable information about the organization and its people. It helped them in understanding the college systems. The attendees suggested incorporating the following topics in the induction programme:

1. Introduce the teaching method
2. Basic things about making presentation using Chowgule template, what is expected out of us especially w.r.t online teaching mode, uploading attendance, assignment etc. exam structure
3. Some technologies
4. List of companies available for placement

*Sprhaash*

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





## NOTICE

### **2020 ONLINE DEPARTMENTAL INDUCTION PROGRAMME F.YBA/BSC/BVOC.**

All First Year BA/ BSc/ BVoc students are kindly informed to join the Online Departmental Induction Programme on 04<sup>th</sup> September 2020 as per the following schedule:

#### **For BA**

Timings	Subjects
10.00 am	History, Sociology, Hindi, Portuguese, French.
11.00 am	Geography, Psychology, Marathi, Philosophy.
12.00 noon	English, Economics, Konkani.

#### **For BSc**


Timings	Subjects
10.00 am	Mathematics, Botany.
11.00 am	Remaining all subjects.

The G-meet links for the Online Departmental Induction Programme 2020 will be shared with you through your course groups by your Departments.

\*Double Major and Major minor students have to attend G-meets of both their subjects.

**Dr.Shaila Ghanti**

**Offg. Principal**

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





# 2020 Online Induction Programme (BA/BSc/Bvoc)

On 5<sup>th</sup> September, 2020

In continuation of our Online Induction Programme 2020 all FYBA / BSc / Boc students are kindly informed to join us through Google meet as per the following schedule:

<https://meet.google.com/syp-rbhk-fjf>

Category	Timings
Single Major	10.00 am
Major-minor	11.00 am
Double Major	12.00 noon

This meet is organized to clarify any doubts pertaining to:

1. Course Structure
2. Time Table
3. GEC
4. Any other

*S. S. S. S.*

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OF ARTS & SCIENCE (AUTONOMOUS)  
MARGAO-GOA





## INDUCTION PROGRAMME SCHEDULE FOR STUDENTS 2020-2021

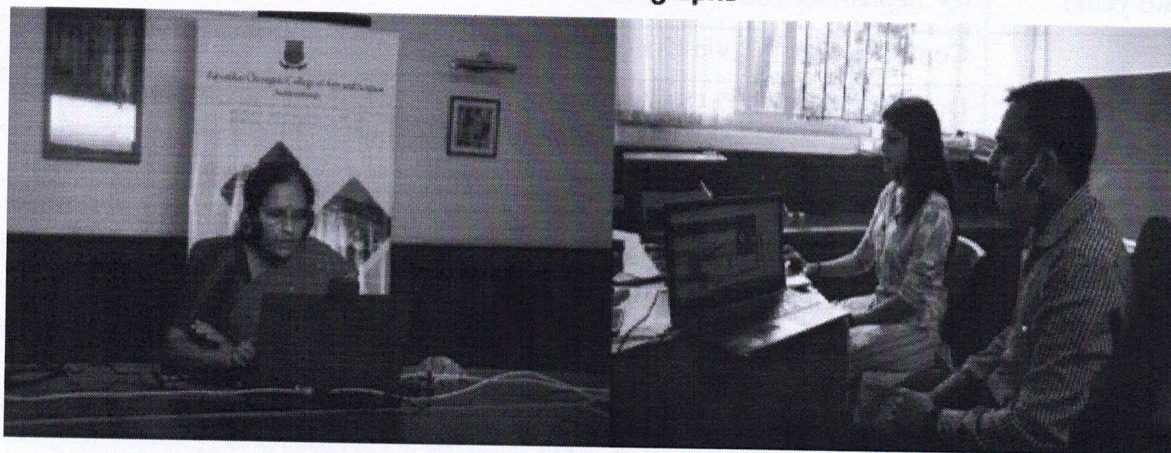
<b>PARVATIBAI CHOWGULE COLLEGE OF ARTS &amp; SCIENCE (AUTONOMOUS) - GOGOL, MARGAO-GOA</b> (Highlight the appropriate: Workshop/ Conference/Seminar/ Industry-Academia /Extension activity) (Highlight the appropriate for Community outreach: Social service in terms of impact and sensitizing students to social issues of gender/hygiene/ nutrition/ domestic violence /environment/ community assistance etc)	
<b>REPORT</b>	
<b>Title:</b>	<b>Induction Program for F. Y. B. Sc.</b>
<b>Date and year:</b>	03 <sup>rd</sup> September 2020.
<b>Venue:</b>	Conference room(via Google meet)
<b>Resource person/s:</b>	Dr. Shaila Ghanti, Dr.Nandini Vaz Fernandes, Mr. Yatin Desai, Mr. Kumresh. V.C
<b>Organising Committee</b>	College
<b>No. of Participants</b>	167
<b>Objective:</b>	This main objective of the programme was to make the new students familiar to the system that exists in Parvatibai Chowgule College. The programme also intended to make the new students feel comfortable in exploring their academic interests and to promote bonding.
<b>Summary of the proceedings</b>	<p>This programme was organised to give a broader view of the college to the new students. The induction programme began at 9:00 am. Ms. Anushka Fernandes, from the Department of Philosophy compered the programme. The first resource person for the programme was Dr. Shaila Ghanti, the Officiating Principal. She gave a brief overview of the B. Sc. And M. Sc. Courses via a power point presentation. In her presentation she spoke in brief about the Autonomy, the under graduate and post graduate courses, skilled oriented courses, international initiatives for student exchange programme and the various teaching-learning methodologies (POGIL, Problem-based learning, CLAAP, google classroom, etc.) adopted by faculty in the college. She also informed the students about the specialised centres, clubs, student support services that exist in our college.</p> <p>Next a video was played for the students featuring Dr. Nandini Vaz Fernandes, Associate Professor (Zoology) and Dean, Life Sciences and Mr. Yatin Desai, Assistant Professor, Department of Physics briefing them about the course structure. Dr. Nandini Vaz Fernandes gave a detailed layout of the four components of the course structure. She also informed the students that the course structure has been designed keeping in view the requirements of the job market. She also enlightened the</p>





students on the Generic Elective Courses, Foundation Courses, Internship, Projects, and non-evaluative credits. Mr. Yatin Desai explained the difference between Single Major and Major-Minor along with their advantages and disadvantages. The last session included a video featuring Mr. Kumresh.V.C. Associate Professor from the Department of Computer Science. In the video he gave a detailed explanation about the college time table for odd semesters. He explained the time slots and subjects allocated. Finally, the meet was concluded with the playing of Chowgule college video.

### Photographs



Dr. Shaila Ghanti, Officiating Principal addressing the students online during the Induction Programme for FYBA

Ms. Anushka Fernandes, addressing students online during the Induction Programme for FYBSc

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





**PARVATIBAI CHOWGULE COLLEGE OF ARTS & SCIENCE (AUTONOMOUS) -  
GOGOL, MARGAO-GOA**

(Highlight the appropriate: Workshop/ Conference/Seminar/ Industry-Academia /Extension activity)

(Highlight the appropriate for Community outreach: Social service in terms of impact and sensitizing students to social issues of gender/hygiene/ nutrition/ domestic violence /environment/ community assistance etc)

**REPORT OF STUDENT INDUCTION PROGRAM**

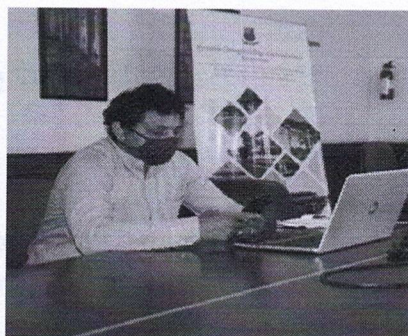
<b>Title:</b>	Induction Program for FYBA
<b>Date and year:</b>	03 <sup>rd</sup> September 2020.
<b>Venue:</b>	Conference room, (via Google meet)
<b>Resource person/s:</b>	Dr. Shaila Ghanti, Dr. Sachin Moraes, Mr. Anand Masur, Mr. Kumresh. V.C
<b>No. of Participants</b>	124
<b>Objective:</b>	The main objective of the Student Induction Program is to help new students adjust and feel comfortable in the new environment, inculcate in them the ethos and culture of the institution, brief them about the facilities of the college, the course structure and the time table. It's also, to build a rapport with the students and faculty members.
<b>Summary of the proceedings</b>	<p>This programme intends to support and guide the students with respect to the college facilities, course structure and time table. The induction programme began at 9:30 am. Dr. Sachin Moraes, from the Department of Sociology addressed the online platform and welcome Dr. Shaila Ghanti, the Officiating Principal to brief upon the three day induction program.</p> <p>She gave a brief overview on the various college facilities available to the students. She also gave the overview on the Autonomy, the Undergraduate and Post graduate Courses, Skilled oriented Courses, International Student exchange program, and the various teaching- learning methodologies adopted in the college. Also, she briefed on the program sequence.</p> <p>The next session was addressed by Mr. Anand Masur., Associate Professor from the Department of Mathematics. He gave a detailed information on the Course Structure. He explained the difference between Single Major, Major-Minor, and Double Major courses along with its importance and need. He also highlighted on the Generic Elective Courses, Foundation Courses, Internship, Projects, and non-evaluative credits. He also explained on how to avail the non-evaluative credits through joining NCC, NSS, Sports and the various club.</p> <p>The last session was conducted by Mr. Kumresh.V.C. Associate Professor from the Department of Computer Science, who gave a detailed explanation about the College time table for Odd semester. He explained the time slots and subjects allocated. The programme concluded at 11.00 am by the vote of thanks proposed by Dr. Sachin Moraes.</p>







Dr. Shaile Ganti, Officiating Principal addressing the students online during the Induction Programme for FYBA



Dr. Sachin Moraes, addressing students online during the Induction Programme for FYBA

*Sachin*

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## **BA/B.Sc. STUDENTS**

Departmental induction for the First year B.A., B.Sc. students will be held on Tuesday, 25<sup>th</sup> June 2019, from 9.00 a.m. to 10.30 a.m. This will be conducted in the classrooms mentioned in the attachment.


You are requested to cover:

1. Mission Statement of the department
2. Introduction of the faculty members
3. Activities and events
4. Course/Programme structure, Internships
5. Code of conduct expected
6. Policies/undertaking (if any) - Field visit
7. Assessment
8. Attendance and related policies
9. Learning resources (lab, online, library books, etc.)
10. Explain PO and PSO
11. Careers in your subject

Single major and Major + Minor students will attend induction in their major subject and Double major students can choose one of their major subjects.

June 24, 2019

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**Day 4:**

**Tuesday, 25<sup>th</sup> June 2019**

**Time:**

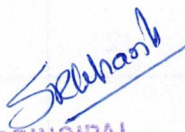
**Session I : 9.00 am to 10.30 am**

**Department wise Induction Programme**

<b>Sr. No.</b>	<b>Subject</b>	<b>Room number</b>
1	Konkani	B 202
2	Chemistry	D 303
3	Mathematics + Statistics	B 204
4	Botany	B 205
5	Biotechnology	B 203
6	Biochemistry	B 207
7	Economics	B 208
8	Physics	B 302
9	English	C 201
10	Sociology	B 304
11	Marathi	B 209
12	Hindi	B 308
13	French	C 203



14	Zoology	C 301
15	Psychology	D 302
16	History	C 101
17	Computer Science	Computer Lab
18	B.Voc.(Software Development)	MSc Seminar Hall
19	Geography	Geography department room
20	Geology	Geology department room
21	Portuguese	B 307
22	Philosophy	B 305
23	B.Voc in i. ITES (Business Process and ERP Operations) ii. 3D Media and Virtual Reality-VFX iii. Multimedia-Digital Film-making	Tiger's Studio

  
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## ORIENTATION PROGRAMME: NEW STAFF 2019-2020

**Date: Tuesday, 6<sup>th</sup> August, 2019**

**Venue: Centre for Teaching and Learning**

2:30 pm – 3:00 pm	Chowgule Tiger's: code of conduct	Dr. Shaila Ghanti
	a. Autonomy	
	b. Responsibilities	
	c. Service Conditions	
3:00 pm – 3:45 pm	Principal's Address	Dr. N.N. Sawant
	a. Introduction to the College	
	b. Expectation and Delivery	
	c. Organizational Structure	
	GROUP PHOTOGRAPH	
3:45 pm - 3:55 pm	<b>TEA BREAK</b>	
3:55 pm - 4:15 pm	Grade Tracking	Mr. H.S.S. Nadkarni
	Mentoring	
4:15 pm – 4:35 pm	Examinations	Mr. Ian Barreto
4:35 pm – 5:00 pm	Library	Dr. M. P. Shivalli

**Date: Friday, 9<sup>th</sup> August, 2019**

**Venue: Centre for Teaching and Learning**

2:30 pm – 3:15 pm	Technology	Ms. Shruti Kadkade
	a. CMAIL	
	b. CLAAP/Google Classroom	
	c. Attendance entry	
3:15 pm – 4:00 pm	Teaching-Learning, Methodologies, College Policies	Dr. Nandini Vaz Fernandes & Mr. Andrew Barreto
4:00 pm – 4:10 pm	<b>TEA BREAK</b>	
4:10 pm - 4:40 pm	Students Support Services Plagiarism Assignment Writing	Ms. Sharmila Menezes and Ms. Anila K.P.
4:40 pm – 5:00 pm	College Initiatives	Mr. Pio Colaco
	a. Initiatives, Events & Participation	
	b. Internships and Placements	





## Orientation Programme for FY BA/ BSc/ B.Voc students 2019 – 2020

### Day 1: Wednesday, 19th June 2019

Stream	Time	Location		
		Upper Auditorium	Lower Auditorium	C 301
Science	10:30 am – 11:00 am	Dr. N.N.Sawant - Welcome Address	Shri H.S.S.Nadkarni - Welcome Address	---
	11:00 am – 11:30 am	Mrs. Shaila Ghanti - Course Structure	Dr. Sameena Falleiro - Course Structure	Dr. N.N.Sawant - Welcome Address
	11:30 am - 12:00 pm	Mr. Kumares V.C. - Reading and Understanding time table	Mr. Anand Masur - Reading and Understanding time table	Mrs. Shaila Ghanti - Course Structure
	12:00 pm - 12:45 pm	Mr. Pradeep Jatal - Extracurricular activities	Dr. Sobita Kirtani - Extracurricular activities	Mr. Kumares V.C. - Reading and Understanding time table
	12:45 pm – 1:15 pm	---	---	Mr. Ashish Ashwini - Extracurricular activities
<b>Lunch Break</b>				
Arts + B.Voc.		<b>Upper Auditorium (Arts)</b>	<b>Lower Auditorium (Arts)</b>	<b>C 301 (B.Voc)</b>
	2:30 pm - 3:00 pm	Dr. N.N.Sawant - Welcome Address	Shri H.S.S.Nadkarni - Welcome Address	---
	3:00 pm – 3:30 pm	Dr. Debasish Mazumdar - Course Structure	Dr. Sachin Moraes - Course Structure	Dr. N.N.Sawant - Welcome Address
	3:30 pm – 4:00 pm	Mr. Kumares V.C. - Reading and Understanding time table	Mr. Anand Masur - Reading and Understanding time table	Mr. D.Prabakaran/Mr. Pio Colaco - Course Structure
	4:00 pm - 4:30 pm	Mr. Andrew Barreto - Extracurricular activities	Mr. Pradeep Jatal - Extracurricular activities	Mr. Kumares V.C. - Reading and Understanding time table
	4:30 pm – 5:00 pm	---	---	Mr. Andrew Barreto - Extracurricular activities

### Day 2: Thursday, 20th June 2019





Stream	Time	Location		
		Upper Auditorium	Lower Auditorium	C 301
Science	10:15 am –10:45 am	Mrs. Sharmila Menezes/Ms. Anila K.P. -Student Support Services	Dr. M.P. Shivalli and Mr. Pio Colaco - Student Resources	Ms. Shruti Kadkade - OIT
	10:45 am –11:15 am	Ms. Shruti Kadkade - OIT	Mrs. Sharmila Menezes/Ms. Anila K.P. -Student Support Services	Dr. M.P. Shivalli and Mr. Pio Colaco - Student Resources
	11:15 am –11:45 am	Dr. M.P. Shivalli and Mr. Pio Colaco - Student Resources	Ms. Shruti Kadkade - OIT	Mrs. Rupali Tamuly - Prevention of Sexual Harassment on campus
	11:45 am –12:15 pm	Mrs. Rupali Tamuly - Prevention of Sexual Harassment on campus	Mr. Sagar Utagi - Orchid Learning Center	Mrs. Sharmila Menezes/Ms. Anila K.P. -Student Support Services
	12:15 pm –12:45 pm	Mr. Sagar Utagi -Orchid Learning Center	Mrs. Suchitra Bhat - Prevention of Sexual Harassment on campus	Mrs. Dimple Utagi - Orchid Learning Center
<b>Lunch Break</b>				
Arts + B.Voc.		<b>Upper Auditorium (Arts+B.Voc)</b>	<b>Lower Auditorium (Arts+B.Voc)</b>	
	2:15 pm - 2:45 pm	Mrs. Sharmila Menezes/Ms. Anila K.P. -Student Support Services	Dr. M.P. Shivalli and Mr. Pio Colaco - Student Resources	
	2:45 pm – 3:15 pm	Ms.Shruti Kadkade - OIT	Mrs. Sharmila Menezes/Ms. Anila K.P. -Student Support Services	
	3:15 pm - 3:45 pm	Dr. M.P. Shivalli and Mr. Pio Colaco -Student Resources	Ms. Shruti Kadkade - OIT	
	3:45 pm – 4:15 pm	Mrs. Rupali Tamuly -Prevention of Sexual Harassment on campus	Mrs. Suchitra Bhat - Prevention of Sexual Harassment on campus	
	4:15 pm – 4:45pm	Mr. Sagar Utagi - Orchid Learning Center	Mrs. Dimple Utagi - Orchid Learning Center	





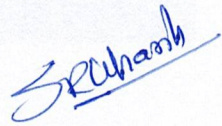
**Day 3: Friday, 21st June 2019**

Stream	Time	Location		
		Upper Auditorium	Lower Auditorium	C 301





<b>Science</b>	10:30 am – 11:00 am	Mr. Ian Barreto -Evaluation	Dr. Devashish Bagchi - Club System/Non evaluative credits	Dr. Sobita Kirtani - Mentoring and meeting mentors
	11:00 am – 11:30 am	Dr. Sobita Kirtani - Mentoring and meeting mentors	Mr. Ian Barreto -Evaluation	Dr. Devashish Bagchi - Club System/Non evaluative credits
	11:30 am - 12:00 pm	Dr. Devashish Bagchi - Club System/Non evaluative credits	Dr. Sobita Kirtani - Mentoring and meeting mentors	Dr. R.Kanchana - GEC Courses
	12:00 pm - 12:30 pm	Dr. R.Kanchana - GEC Courses	Mrs. Suchitra Bhat - GEC Courses	Mr. Ian Barreto -Evaluation
<b>Lunch Break</b>				
<b>Arts + B.Voc.</b>		<b>Upper Auditorium (Arts+B.Voc)</b>	<b>Lower Auditorium (Arts+B.Voc)</b>	
	2:30 pm - 3:00 pm	Mr. Ian Barreto -Evaluation	Dr. Devashish Bagchi - Club System/Non evaluative credits	
	3:00 pm – 3:30 pm	Dr. Sobita Kirtani - Mentoring and meeting mentors	Mr. Ian Barreto -Evaluation	
	3:30 pm – 4:00 pm	Dr. Devashish Bagchi - Club System/Non evaluative credits	Dr. Sobita Kirtani - Mentoring and meeting mentors	
	4:00 pm – 4:30 pm	Mrs. Rupali Tamuly - GEC Courses	Dr. Hanumant Chopdekar - GEC Courses	

  
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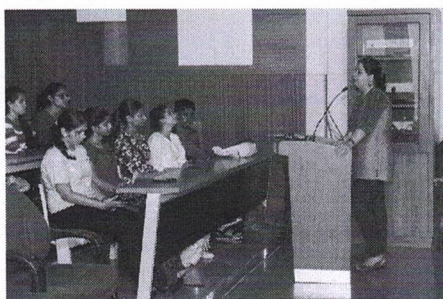
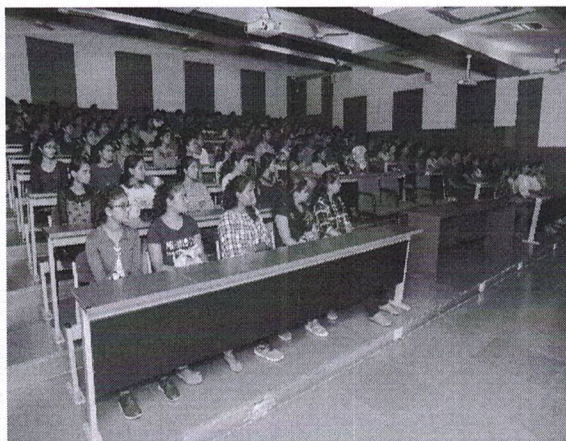


## REPORT

### Orientation Programme for first year students, 2019-20

The orientation programme for first year B.A., B.Sc. and B.Voc. students were organized on 19th, 20th and 21st June, 2019. The students were given a brief introduction about the college and oriented on various topics like the course structure, time table, evaluation method, club systems, non -evaluative credits, mentoring programme, GEC courses, extracurricular activities, student resources, activities of Student Support services and OIT department. The number of students who attended this programme is as follows:

Programme	No. of students
B.A.	219
B.Sc.	277
B.Voc.	33





# ORIENTATION PROGRAMME: NEW STAFF 2018-2019

Date: Wednesday, 18<sup>th</sup> July, 2018

Venue: Centre for Teaching and Learning

10:00 am – 10:30 am	Principal’s Address	Dr. N.N. Sawant
	a. Introduction to the College	
	b. Expectation and Delivery	
	c. Organizational Structure	
10:30 am – 11:00 am	Chowgule Tiger’s: code of conduct	Dr. Shaila Ghanti
	a. Autonomy	
	b. Responsibilities	
	c. Service Conditions	
11:00 am - 11:10 am	<b>TEA BREAK</b>	
11:10 am - 11:30 am	Grade Tracking	Mr. H.S.S. Nadkarni
	Mentoring	
11:30 am – 11:45 am	Examinations	Mr. Ian Barreto
11:45 am – 12:15 pm	Teaching-Learning, Methodologies, College Policies	Dr. Sameena Falleiro
12:15 pm – 1:00 pm	Technology	Ms. Pradnya Parab
	a. CMAIL	
	b. CLAAP/Google Classroom	
	c. Attendance entry	
1:00 pm - 2:00 pm	<b>LUNCH BREAK</b>	
2:00 pm - 2:20 pm	Research	Dr. Nandini Vaz Fernandes
2:20 pm - 3:00 pm	Students Support Services Plagiarism Assignment Writing	Ms. Sharmila Menezes and Ms. Esha Nadkarni
3:00 pm - 3:10 pm	<b>TEA BREAK</b>	
3:10 pm – 3:30 pm	College Initiatives	Mr. Vasant Hede
	a. Events	
	b. Internships and Placements	
3:30 pm – 4:00 pm	Library	Dr. M. P. Shivalli





## Orientation Programme for FY BA/ BSc/ B.Voc students 2018 – 2019

**Day 1: Wednesday, 20th June 2018**

Stream	Time	Location		
		Upper Auditorium	Lower Auditorium	D 303
Science	10:30 am – 11:00 am	Dr. N.N.Sawant - Welcome Address	Shri H.S.S.Nadkarni - Welcome Address	Dr. N.N.Sawant - Welcome Address
	11:00 am – 11:30 am	Mrs. Shaila Ghanti - Course Structure	Dr. Ananya Das - Course Structure	Dr. R. Kanchana - Course Structure
	11:30 am - 12:00 pm	Mr. Kumaresh V.C. - Reading and Understanding time table	Ms. Meghana Devli - Reading and Understanding time table	Mr. Manoj Pandey and team - Extracurricular activities
	12:00 pm - 12:45 pm	Mr. Manoj Pandey and team - Extracurricular activities	Mr. Manoj Pandey and team - Extracurricular activities	Mr. Kumaresh V.C. - Reading and Understanding time table
<b>Lunch Break</b>				
Arts + B.Voc.		<b>Upper Auditorium (Arts)</b>	<b>Lower Auditorium (Arts)</b>	<b>D 303 (B.Voc)</b>
	2:30 pm - 3:00 pm	Dr. N.N.Sawant - Welcome Address	Shri H.S.S.Nadkarni - Welcome Address	Dr. N.N.Sawant - Welcome Address
	3:00 pm – 3:30 pm	Dr. Debasish Mazumdar - Course Structure	Mrs. Mitra Borkar - Course Structure	Mr. D.Prabakaran/Mr. Manoj Pandey - Course Structure
	3:30 pm – 4:00 pm	Mr. Kumaresh V.C. - Reading and Understanding time table	Ms. Meghana Devli - Reading and Understanding time table	Mr. Manoj Pandey and team - Extracurricular activities
	4:00 pm - 4:45 pm	Mr. Manoj Pandey and team - Extracurricular activities	Mr. Manoj Pandey and team - Extracurricular activities	Mr. Kumaresh V.C. - Reading and Understanding time table





**Day 2: Thursday, 21st June 2018**

Stream	Time	Location		
		Upper Auditorium	Lower Auditorium	D 303
Science	10:30 am – 11:00 am	Mr. H.S.S.Nadkarni -Evaluation	Dr. Devashish Bagchi - Club System/Non evaluative credits	Dr. Uma Masur - Mentoring and meeting mentors
	11:00 am – 11:30 am	Dr. Uma Masur - Mentoring and meeting mentors	Mr. H.S.S.Nadkarni -Evaluation	Dr. Devashish Bagchi - Club System/Non evaluative credits
	11:30 am - 12:00 pm	Dr. Devashish Bagchi - Club System/Non evaluative credits	Dr. Uma Masur - Mentoring and meeting mentors	Mr. H.S.S.Nadkarni -Evaluation
	12:00 pm - 12:30 pm	Dr. R.Kanchana - GEC Courses	Mrs. Sarita Naik Tari - GEC Courses	Dr. Hanumant Chopdekar - GEC Courses
<b>Lunch Break</b>				
Arts + B.Voc.		<b>Upper Auditorium (Arts)</b>	<b>Lower Auditorium (Arts)</b>	<b>D 303 (B.Voc)</b>
	2:30 pm - 3:00 pm	Mr. H.S.S.Nadkarni -Evaluation	Dr. Devashish Bagchi - Club System/Non evaluative credits	Dr. Uma Masur - Mentoring and meeting mentors
	3:00 pm – 3:30 pm	Dr. Uma Masur - Mentoring and meeting mentors	Mr. H.S.S.Nadkarni -Evaluation	Dr. Devashish Bagchi - Club System/Non evaluative credits
	3:30 pm – 4:00 pm	Dr. Devashish Bagchi - Club System/Non evaluative credits	Dr. Uma Masur - Mentoring and meeting mentors	Mr. H.S.S.Nadkarni -Evaluation
	4:00 pm – 4:30 pm	Mrs. Rupali Tamuly - GEC Courses	Ms. Sarika Advilkar - GEC Courses	-

**Day 3: Friday, 22nd June 2018**

Stream	Time	Location		
		Upper Auditorium	Lower Auditorium	D 303
Science	10:30 am – 11:00 am	Mrs. Sharmila Menezes -Student Support Services	Dr. M.P. Shivalli and Mr. Sameer Dessai/Mr. Vasant Hede - Student Resources	Mrs. Pradnya Parab - OIT





	11:00 am – 11:30 am	Mrs. Pradnya Parab - OIT	Mrs. Sharmila Menezes -Student Support Services	Dr. M.P. Shivalli and Mr. Sameer Dessai/Mr. Vasant Hede - Student Resources
	11:30 am - 12:00 pm	Dr. M.P. Shivalli and Mr. Sameer Dessai/Mr. Vasant Hede - Student Resources	Mrs. Pradnya Parab - OIT	Mrs. Rupali Tamuly - Prevention of Sexual Harassment on campus
	12:00 pm – 12:30 pm	Mrs. Rupali Tamuly - Prevention of Sexual Harassment on campus	Mrs. Suchitra Bhat - Prevention of Sexual Harassment on campus	Mrs. Sharmila Menezes -Student Support Services
<b>Lunch Break</b>				
<b>Arts + B.Voc.</b>		<b>Upper Auditorium (Arts)</b>	<b>Lower Auditorium (Arts)</b>	<b>D 303 (B.Voc)</b>
	2:30 pm - 3:00 pm	Ms. Sharmila Menezes -Student Support Services	Dr. M.P. Shivalli and Mr. Sameer Dessai/Mr. Vasant Hede - Student Resources	Ms. Pradnya Parab - OIT
	3:00 pm – 3:30 pm	Ms. Pradnya Parab - OIT	Ms. Sharmila Menezes -Student Support Services	Dr. M.P. Shivalli and Mr. Sameer Dessai/Mr. Vasant Hede - Student Resources
	3:30 pm – 4:00 pm	Dr. M.P. Shivalli and Mr. Sameer Dessai/Mr. Vasant Hede - Student Resources	Ms. Pradnya Parab - OIT	Mrs. Rupali Tamuly - Prevention of Sexual Harassment on campus
	4:00 pm – 4:30 pm	Mrs. Rupali Tamuly - Prevention of Sexual Harassment on campus	Mrs. Suchitra Bhat - Prevention of Sexual Harassment on campus	Mrs. Sharmila Menezes -Student Support Services



**Day 4:**

**Saturday, 23rd June 2018**

**Time:**

**Session I : 10:30 am – 11:30 am, Session II : 11:30 am - 12:30 pm**

**Department wise orientation**

Sr. No.	Subject	Room number
1	Konkani	B 202
2	Chemistry	D 303
3	Mathematics + Statistics	B 204
4	Botany	B 205
5	Biotechnology	B 203
6	Biochemistry	B 207
7	Economics	B 208
8	Physics	B 302
9	English	B 303
10	Sociology	B 304
11	Marathi	B 305
12	Hindi	B 306
13	French	B 307
14	Zoology	D 301
15	Psychology	D 302
16	History	C 101
17	Computer Science	Computer Lab
18	B.Voc.(Software Development)	MSc Seminar Hall
19	Geography	Geography department room
20	Geology	Geology department room
21	B.Voc in i. ITES (Business Process and ERP Operations) ii. 3D Media and Virtual Reality-VFX iii. Multimedia-Digital Film-making	Tiger's Studio





## REPORT

### Orientation Programme for the new teachers

**Date:** Wednesday, 18<sup>th</sup> July 2018

**Time:** 10:00 am – 4:30 pm

#### Members Present:

1. Swati Ghadi
2. Sumita Datta
3. Mayuri Naik
4. Kashinath Dhumaskar
5. Anagha Patil
6. Stephen Dias
7. Gautami Manakikar
8. Raosaheb Raut
9. Mahalaxmi Badiguir
10. Noel Sevrito Goes
11. Shambhavi Naik
12. Mamata Verlekar
13. Sunil Harmalkar
14. Milan Morajker
15. Pramod Pawar
16. Jenny Silveira
17. Alka Gawas
18. Amar Naik
19. Caroline Quadros
20. Rujuta Borkar

The orientation programme began with the Principal, Dr. N. N. Sawant welcoming the new teachers to the college. He gave a brief introduction about the college and stated its recent achievements. He also explained the organizational structure and conveyed the expectations of college from the new teachers. This was followed by Dr. Shaila Ghanti's presentation on autonomy, responsibility as teachers and the service conditions. Shri. Harish Nadkarni discussed about Grade tracking and the Mentoring system followed by Mr. Ian Barreto's presentation on Modes of Evaluation. Dr. Sameena Falleiro explained the new teachers about the various Teaching Learning Methodologies and college policies related to IT and Plagiarism.

Post lunch, Dr. Nandini Vaz Fernandes explained the opportunities and facilities available to those interested in undertaking research work. This was followed by a brief presentation by Ms. Sharmila Menezes on the activities carried out by the Student Support Services section. Mr. Vasant Hede presented the vast internship opportunities available for students and some of the important events happening at college. Finally, Dr. M.P. Shivalli took the new teachers through





the library section on the website and showed the vast amount of resources available for reference.

#### Feedback on the Induction Programme

As per the feedback received from the new teachers, the induction programme provided valuable information about the organization and its people. The information shared by the speakers was very beneficial which helped in understanding the functioning of college as well as the various facilities available. The attendees suggested incorporating the following topics in the induction programme:

1. Medical facility (in general)
2. Basic Lab Safety instructions
3. Teaching Methodologies
4. Research Work, Academic Research Papers
5. Topics regarding assessment for Masters level as well
6. How to gain further expertise in foreign (Portuguese) language
7. Other processes unique to the college



*S. Lehar*  
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# ORIENTATION MEET FOR FY BA/BSC/B.VOC STUDENTS 2017 – 2018

Date: Thursday, 15th June 2017

Stream	Time	Location		
		Upper Auditorium	Lower Auditorium	D102
Science + B.Voc.	11:15 am - 11:35 am	Principal -About Autonomy	H.S.S.Nadkarni -Exams & credits, Mentoring system	Anand Masur -Course structure, Details of foundation course
	11:35 am - 11:55 am	Anand Masur -Course structure, Details of foundation course	Principal -About Autonomy	H.S.S.Nadkarni -Exams & credits, Mentoring system
	11:55 am - 12:15 pm	H.S.S.Nadkarni -Exams & credits, Mentoring system	Anand Masur -Course structure, Details of foundation course	Principal -About Autonomy
	12:15 pm - 12:30 pm	Pradnya/Samih -OIT	M.P. Shivalli -Library	Vasant Hede -Internships/Placements
	12:30 pm - 12:45 pm	M.P. Shivalli -Library	Vasant Hede -Internships/Placements	Pradnya/Samih -OIT
	12:45 pm - 1:00 pm	Vasant Hede -Internships/Placements	Pradnya/Samih -OIT	M.P. Shivalli -Library
<b>Lunch Break</b>				
Arts	2:30 pm - 2:50 pm	Principal -About Autonomy	H.S.S.Nadkarni/Anand Masur Exams & credits, Mentoring system / Course structure, Details of foundation course	NA
	2:50 pm - 3:30 pm	H.S.S.Nadkarni/Anand Masur Exams & credits, Mentoring system / Course structure, Details of foundation course	Principal -About Autonomy	





3:30 pm - 3:45 pm	Vasant Hede -Internships/Placements	Pradnya/Samih -OIT	
3:45 pm - 4:00 pm	M.P.Shivalli -Library	Vasant Hede -Internships/Placements	
4:00 pm - 4:15 pm	Pradnya/Samih -OIT	M.P.Shivalli -Library	





### **DEPARTMENT WISE ORIENTATION**

**Date: Friday, 16th June 2017**

**Time: 11:00 am – 12:30 pm**

<b>Sr. No.</b>	<b>Subject</b>	<b>Room number</b>
1	Konkani	B 202
2	Chemistry	B 203
3	Mathematics + Statistics	B 204
4	Botany	B 205
5	Biotechnology	B 206
6	Biochemistry	B 207
7	Economics	B 208
8	Physics	B 302
9	English	B 303
10	Sociology	B 304
11	Marathi	B 305
12	Hindi	B 306
13	French	B 307
14	Zoology	D 102
15	Psychology	D 103
16	History	C 101
17	Computer Science + B.Voc.	Computer Lab/MSc Seminar Hall
18	Geography	Geography department room
19	Geology	Geology department room





## INDUCTION PROGRAMME: NEW TEACHERS 2017-2018

Date: Wednesday, 12<sup>th</sup> July 2017

Venue: Conference Room

10:00 am – 10:20 am	Principal's Address a. Introduction to the College b. Expectation and Delivery c. Organizational Structure	Dr. N.N. Sawant
10:20 am – 10:45 am	Chowgule Tiger's: code of conduct a. Autonomy b. Responsibilities c. Service Conditions	Dr. E. M. Travassos
10:45 am – 11:00 am	Student Support Services	Ms. Sharmila Menezes
<b>Tea break</b>		
11:10 am – 11:30 am	Technology a. CMAIL b. CLAAP c. Attendance entry	Ms. Pradnya Parab
11:30 am - 12:10 pm	Grade Tracking Mentoring Examinations	Mr. H.S.S. Nadkarni
12:10 pm – 12:30 pm	Teaching-Learning, Methodologies, College Policies	Dr. Sameena Falleiro
12:30 pm - 12:45 pm	Plagiarism	Mr. Vernul Sequeira
12:45 pm - 1:00 pm	Assignment Writing	Ms. Monica Patil
<b>Lunch break</b>		
1:45 pm – 2:15 pm	College Initiatives a. Bar Camps b. Events c. Placements	Mr. Vasant Hede
2:15 pm – 2:30 pm	Research	Dr. Nandini Vaz Fernandes

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## REPORT

### Induction Programme for the new teachers/staff

**Date:** Wednesday, 12<sup>th</sup> July 2017

**Time:** 10:00 am – 4:00 pm

#### **List of attendees:**

1. Aiswarya Babu M.
2. Akshay Kelkar
3. Andrea D'Souza
4. Anurag Naik
5. Aresh a/s Nimish Naik
6. Ashneha Rodrigues
7. Audrick D'Mello
8. Bhawani Singh
9. Castor Godinho
10. Cinderella Sequiera
11. Delilah Pacheco
12. Dikshita Aroskar
13. Evelyn Fernandes
14. Fravina Rebello
15. Gaargi Bhat
16. Janice Dias
17. Navita Naik
18. Paloma Gomendes
19. Priya Lotlikar
20. Radhiya Amonkar
21. Sarah Mesquita
22. Shehnaz Shaikh
23. Supriya Khorjuvenkar
24. Surekha Patil
25. Tessa Vaz
26. Vijay Nemikal
27. Wendham Gray
28. Yogeeta Lopes

The orientation programme began with the Principal, Dr. N. N. Sawant welcoming the new teachers to the college and presenting them with a college video. He presented the organizational structure and also conveyed the expectations of college from the new staff. Dr. E.M. Travassos explained the attendees about autonomy, their responsibility as teachers and the service conditions. This was followed by a brief presentation by Ms. Sharmila Menezes on the activities carried out by the Student Support Services section. After a short tea break, Dr. Sameena Falleiro explained the attendees about the advancement made in the field of Computer Science and also





explained the college policies. Vernul Sequeira and Monica Patil briefly explained about plagiarism and assignment writing.

Post lunch, Dr. Nandini Vaz Fernandes explained the opportunities available at college for those interested in undertaking research work. Dr. M.P. Shivalli took us through the library section on the website and showed us the vast amount of resources available for reference. This was followed by Mr. Vasant Hede's session on Bar camps and vast internship opportunities available for students. The last session was conducted by Ms. Pradnya Parab who explained about the use of CMAIL and Google classrooms.

#### Feedback on the Induction Programme

As per the feedback received from the attendees, the induction programme provided valuable information about the organization and its people. The information shared by the speakers was very beneficial which helped in understanding the functioning of college as well as the various facilities available. The attendees suggested incorporating the following topics in the induction programme:

5. Examination and assessment
6. Workshops for research, academic writing, plagiarism
7. Various extracurricular activities organized by different departments
8. Writing of research papers and applying for research projects
9. Detailed programme on educational pedagogies
10. Information about various committees
11. Mentorship programme
12. Continuous assessment methods which could be adopted
13. Paper pattern like ISAS, SEE pattern for particular subject and teacher's role in conducting the same.

#### General observation

1. The sessions conducted by various speakers were relevant and provided some amount of information about the college and its systems.
2. The speakers did not adhere to the time allotted to them for their respective session. This led to change in the entire programme schedule thereby causing inconvenience to the next speaker.
3. OIT session requires some amount of revision with respect to content as well as delivery.





## INDUCTION PROGRAMME: NEW STAFF 2016-2017

**Day 1: Tuesday, 5th July 2016**

**Venue :- Conference Room**

10.00 am.	Principal's Address a. Mentoring b. Departmental activities c. Vision for yourself	Dr. N.N. Sawant
10.30am.	Chowgule Tiger's: code of conduct. a. Autonomy b. Responsibilities c. Service conditions d. Job Expectation	Dr. E. M. Travassos
10.50 – 11.00 am.	Tea Break	
	Technology	OIT
11.00 – 12.00 pm.	a. CMAIL b. CLAAP c. Attendance entry d. Grade Tracking	Ms. Pradnya Parab Ms. Sameena Falleiro
12.30 – 1.00 pm.	Knowing the College Policy a. Plagarism b. Assignment Writing	Mr. Vernul Sequira Ms. Monica Patil
1.00 – 1.30 pm.	College Initiatives a. Bar Camps b. Events c. Placements	Mr. Vasant Hede
2.30 – 2.45 pm.	Library	Dr. M. P. Shivalli
2.45 – 3.00 pm.	Student Support Service	SSS Staff
3.00 – 3.15 pm.	Examinations	Prof. H.S.S. Nadkarni

*S. S. S.*  
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