

# The Annual Quality Assurance Report (AQAR) of the IQAC

## Part – A

AQAR for the year

July 1, 2014 to June 30, 2015

### I. Details of the Institution

1.1 Name of the Institution

Government College of Arts, Science  
and Commerce, Sanquelim, Goa

1.2 Address Line 1

Sankhali, Goa

City/Town

Sankhali

State

Goa

Pin Code

403505

Institution e-mail address

gcasc@gmail.com

Contact Nos.

Off. 0832 2365862 / 0832 2364271

Name of the Head of the Institution:

Ms. Lucy James

Mobile:

9371095534

Name of the IQAC Co-ordinator:

Dr. Joydeep Bhattacharjee

Mobile:

9049860813, 9579671708

IQAC e-mail address:

gcasc@gmail.com

1.3 NAAC Track ID(For ex. MHCOGN 18879)

OR

GACOGN10149

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR> 2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	Three Star		2002	2002-2007
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

v. 1.9 Institutional Status

University ☐ State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

Financial Status      Grant-in-aid ☒      UGC 2(f) ☒      UGC 12B ☒

Grant-in-aid + Self Financing ☐      Totally Self-financing ☐

1.10 Type of Faculty/Programme

Arts ☒      Science ☒      Commerce ☒      Law ☐      PEI (Phys Edu) ☐

TEI (Edu) ☐      Engineering ☐      Health Science ☐  
Management ☐

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)      Goa University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR

etc

Autonomy by State/Central Govt. / University ☐

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	07
2.2 No. of Administrative/Technical staff	
2.3 No. of students	
2.4 No. of Management representatives	
2.5 No. of Alumni	
2.6 No. of any other stakeholder and community representatives	
2.7 No. of Employers/ Industrialists	
2.8 No. of other External Experts	
2.9 Total No. of members	07
2.10 No. of IQAC meetings held	08

2.11 No. of meetings with various stakeholders: Faculty  Non-Teaching Staff

Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution   
Level

(ii) Themes

1. Career options in Multimedia and Graphics

2.14 Significant Activities and contributions made by IQAC

- The IQAC regularly reviews all policies of the College and proposes changes, improvements or modifications.
- The use of digital technology in teaching and administration was implemented in almost all processes.
- A large number of staff attended seminars and conferences.
- FDPs and Training programs for staff were conducted.
- A link on the college website for alumni registration is provided.
- The library has been automated to a large extent.
- Efforts are being made to improve internet coverage in the college campus.
- The process of maintaining records of API scores of the newly appointed teaching staff has started.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<ul style="list-style-type: none"><li>• IQAC suggested that the Departments/Clubs/Cells should organize Workshops/Seminars on relevant topics.</li></ul>	<ul style="list-style-type: none"><li>• Department of Computer Science organised a Seminar on 'Career options in Multimedia and Graphics'. Mr. Anand Pawar Alumni of J. J. School of Arts, Mumbai was the resource person.</li></ul>

<ul style="list-style-type: none"> <li>Maximize use of digital technology in teaching and administration.</li> </ul>	<ul style="list-style-type: none"> <li>The use of digital technology in teaching and administration was implemented in almost all processes.</li> </ul>
<ul style="list-style-type: none"> <li>Obtaining and analyzing the feedback from students on teachers.</li> </ul>	<ul style="list-style-type: none"> <li>Feedback obtained from students is being analyzed.</li> </ul>
<ul style="list-style-type: none"> <li>To encourage staff to attend seminars and conferences to improve knowledge and skill level.</li> </ul>	<ul style="list-style-type: none"> <li>A large number of staff attended seminars and conferences.</li> </ul>
<ul style="list-style-type: none"> <li>Conducting FDPs and Training programs for staff.</li> </ul>	<ul style="list-style-type: none"> <li>FDPs and Training programs for staff were conducted.</li> </ul>
<ul style="list-style-type: none"> <li>Improve and enhance internet connectivity in the college campus.</li> </ul>	<ul style="list-style-type: none"> <li>Efforts are being made to improve internet coverage in the College Campus.</li> </ul>

2.15 Whether the AQAR was placed in statutory body      Yes ☒      No ☐  
                                  Management ☐      Syndicate ☐      Any other body ☐

Provide the details of the action taken

The details provided in the AQAR were unanimously accepted by the members of the IQAC.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				

PG				
UG	3	0	0	0
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	<b>3</b>			
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options :

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	
Annual	

1.3 Feedback from stakeholders\*Alumni ☐ Parents ☐ Employer ☐ Students ☒

(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No. College follows the curriculum as designed by the Board of Studies of Goa University. However, teachers who are members of Board of Studies of concerned subjects contribute in the modification and updating the syllabus.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
38	09	29		

2.2 No. of permanent faculty with Ph.D. 09

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V

2.4 No. of Guest and Visiting faculty and Temporary faculty: 49

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	09	26	22
Presented	01	08	00
Resource Persons	00	02	14

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Group Discussions, Debates, Presentations, Assignments, Tutorials, Quizzes
- Participative learning
- Enactment of the play, Role playing
- Practical exercises in preparing digital stories and filing RTIs is incorporated in the teaching of Business Communication paper.
- Use of E- books
- Video clippings, Films based on the prescribed texts are shown to students wherever possible.
- Charts, Maps and models, study of atlas
- Reviews of books, films, features, documentaries, advertisements are done

2.7 Total No. of actual teaching days during this academic year 185

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

The College follows the pattern of examination/evaluation set by the Goa University

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

09

90%



## 2.10 Average percentage of attendance of students

## 2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme		Total no. of students appeared	Division				
			Distinction %	I %	II %	III %	Pass %
B.A.	Semester V	121	---	---	---	---	79%
	Semester VI	115	6%	33%	40%	10%	89%
B.Sc.	Semester V	70	---	---	---	---	89%
	Semester VI	60	38%	37%	7%	3%	85%
B.Com.	Semester V	83	---	---	---	---	76%
	Semester VI	85	2%	26%	45%	18%	91%

## 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

An academic calendar is made at the beginning of the academic year. This calendar lists working and non working days, days of internal and external examinations, days of major co-curricular and extracurricular events to be held in the college. Based on this, teachers submit a weekly teaching plan at the beginning of each semester. This plan is made available to the students in college library. Teachers maintain a day to day diary in which the record of lectures and practicals engaged is maintained. This diary is periodically reviewed by the Principal which ensures that plan and actions are in synchronisation. Feedback obtained from the students for each teacher and also through general mentoring scheme is analyzed. All these measures ensure continuous review of the teaching learning process.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	01

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	20	13	02	
Technical Staff	09	05		

### **Criterion – III**

### **3. Research, Consultancy and Extension**

#### **3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution**

**IQAC sensitizes/promotes Research Climate among the faculty in the following manner :**

- The IQAC motivates the faculty to undertake minor/major research projects. The Cell gathers information regarding funding available for research from various institutes and passes on this information to the staff members.
- The IQAC encourages faculty to pursue M.Phil. and Ph.D. and to write research oriented articles/papers and publish in interdisciplinary college research journal 'Latitude'.
- UGC-FIP, Goa Government Study Leave for Ph.D Scholars, Sabbatical Leave is recommended to those pursuing Postdoctoral Programmes. Furthermore, faculty engaged in research projects also benefit from a flexible work schedule.
- Support in terms of adequate infrastructure, technology and information is also provided to carry out research activities. The college has a well equipped library, having subscription to NLIST and INFLIBNET. Internet facility is available in the library and various other places for research related activity. Research Room and laboratories are also available for the purpose.
- Facilitate timely auditing and submission of utilization certificate to the funding authorities.
- Field trips, study tours to NIO, research institutes, laboratories, are organized by the various departments, clubs, etc.

**IQAC sensitizes/promotes Research Climate among the students in the following manner :**

- Research oriented projects are assigned to final year students. Constant guidance is given by teachers concerned to students in undertaking and compiling T.Y. project reports in areas of their interest.
- The students of T.Y.B.Sc. (Chemistry & Zoology) are actively involved in research related work and participate every year in the Annual Inter-Collegiate competitions (Oral & Poster presentations).
- Eminent personalities from diverse fields are invited from time to time to share their contribution in the field of research.
- Various departments in the College annually organize field trips, industrial visits to research institutes. Commerce students visit commercial organisations and Language and humanity student's visit related institutions/places.
- The students are also actively involved in sample collections, writing research articles.

### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number			01	
Outlay in Rs. Lakhs			Rs. 1,60,000/-	

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	08	
Non-Peer Review Journals			04
e-Journals			
Conference proceedings	01	02	

### 3.5 Details on Impact factor of publications:

Range                      Average                      h-index                      Nos. in SCOPUS

### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2015-2017	Directorate of Art & Culture, Panaji, Goa	Rs. 1,60,000/-	Rs.1,60,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published    i) With ISBN No.    02                      Chapters in Edited Books 01

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  
DPE

CAS

DST-FIST  
DBT Scheme/funds

3.9 For colleges

Autonomy  
INSPIRE

CPE  
CE

DBT Star Scheme  
Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of  
conferences  
organized by the  
Institution

Level Number Sponsoring agencies	International	National	State	University	College

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations      International       National       Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency       From Management of University/College

Total

3.16 No. of patents received this  
year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution  
who are Ph. D. Guides  
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS   
University level  State level

National level  International level

3.22 No. of students participated in NCC events:

University level  State level

National level  International level

3.23 No. of Awards won in NSS:

University level  State level

National level  International level

3.24 No. of Awards won in NCC:

University level  State level

National level  International level

3.25 No. of Extension activities organized

University forum  College forum

NCC  NSS  Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Department of Biotechnology organised two day state level workshop titled 'Biotrek' for Higher Secondary Schools in the College Campus on 10<sup>th</sup> and 12<sup>th</sup> December 2014.
- The College N.S.S. Unit organised an Anti Plastic Drive at Chorla Ghat in Collaboration with Kumbhar Samaj Yuva Manch, Keri on 15<sup>th</sup> August, 2014. Around 100 volunteers actively participated in the said Drive.

- The College N.S.S. Unit organised a Blood Donation Camp in the College premises.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	75000 sq.mts.		Government of Goa	75000 sq. mts.
Class rooms	16	10	Government of Goa	26
Laboratories	09	08	Government of Goa	17
Seminar Halls	01		Government of Goa	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	12	04	Government of Goa	16
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 775236/-		Government of Goa	
Others				

#### 4.2 Computerization of administration and library

On the administrative front, large scale digitization has helped in improving quality. Records can be accessed at a short notice and there is a perceptible reduction in the time taken for taking decisions. The library has been automated to a large extent.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books/ Reference Books	22250	Rs. 4546415/-	490	Rs.168220.75/-	22740	Rs.4783840.50/-
e-Books						
Journals	49	Rs. 25200/-	6	Rs.30977.07/-	55	56177.07
e-Journals						
Digital Database						
CD & Video	405				405	
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	Computers – 40 Laptops - 25	33	GBBN Connectivity	2		05	25	
Added		01	Cyber Cafe, And Library	Cyber Cafe and Library				
Total	65	34	03	03		05	25	

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Laptops/desktops are available with each department.
- GBBN connectivity and Cyber Cafe for internet facility are available on the campus.
- I/O ports are available in every classroom and laboratory for Internet access.
- Wi fi access is available in Cyber Cafe, canteen and auditorium.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

Govt. has spent on the renovation of Old building and constructed extension to the College. All laboratories are provided with new equipments . All the class rooms and administrative office is provided with new furniture and other facilities.

iii) Equipments

Rs. 775236/-

iv) Others

**Total :**

Rs. 775236/-

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC ensures that the information pertaining to information about the Institution, the admissions eligibility requirements for F.Y., S.Y. and T.Y. undergraduate programmes of B.A., B.Sc. and B.Com., the procedure for admissions, Scheme of Examination, Certificate and hobby courses which can be pursued by the students along with the academic programme, the course structure, fee structure, the General Rules and Regulations, attendance rules, awards and scholarships, merit scholarships, financial Aid, Govt. scholarships available to the students, information regarding selection of Ten Best All-rounders and Best Outgoing student, provisions of Anti-Ragging Act, 2009, list of Committees/Associations and contact persons for the same, ISA, attendance and record of participation in the College activities to be maintained by the students, academic calendar of the College is provided in the College Prospectus and is updated annually.
- The IQAC ensures that the College website also provides updates about the examination schedule and results, monthly attendance position and highlights major upcoming events to be held in the College.

#### 5.2 Efforts made by the institution for tracking the progression

IQAC analysis the performance of students' progress at entry and exit level.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
941	---	---	---

(b) No. of students outside the state

(c) No. of international students

Men	No	%
	329	35

Women	No	%
	612	65

Last Year – 2013-2014						This Year – 2014-2015					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
721	12	68	147	01	948	727	11	62	141	1	941

Demand ratio

Dropout % : Negligible



#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- Invited talks are arranged to help prepare students for competitive exams.
- The College IQAC encourages, guides and trains students who appear for various National and State level examinations.
- The College IQAC ensures that the library subscribes to a wide range of books and magazines which serve as a ready reference meant especially for competitive examinations.

#### 5.5 No. of students qualified in these examinations

NET	02	SET/SLET	01	GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	01

#### 5.6 Details of student counselling and career guidance

- The College has Student Mentoring Scheme where individual teachers collect background information of students allotted to them. The teachers also counsel them based on their specific needs.
- The College has a professional counsellor whose services are available to students. These services are free for the students.
- Orientation is given to the students on interview techniques, communication skills etc. through career guidance cell
- Leadership Programmes, certificate courses, talks are organised by the Career guidance cell.

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	15	10	

#### 5.8 Details of gender sensitization programmes

- The College is offering Gender Studies paper to the students.
- The College has constituted Sexual Harassment Complaint Committee which organizes various co-curricular programmes, competitions, street play, talks etc.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	42	126000/-
Financial support from government	38	249487/-
Financial support from other sources		
Number of students who received International/ National recognitions		

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

Vision : EMPOWERMENT FOR SOCIAL TRANSFORMATION  
THROUGH HOLISTIC EDUCATION WITH A  
HUMAN APPROACH

Mission : TO INITIATE POSITIVE SOCIAL CHANGE THROUGH  
EQUAL OPPORTUNITY AND DIVERSE APPROACHES,  
IN A HEALTHY, RESPONSIVE AND INCLUSIVE  
ENVIRONMENT

#### 6.2 Does the Institution has a management Information System

No

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

The institution does not have freedom to design its courses as the course curriculum is provided by the University; however the teachers who are the members of B.O.S. do make suggestions while drafting the syllabi.

##### 6.3.2 Teaching and Learning

- The IQAC of the College conducts periodic meetings.
- Important decisions regarding College policies (academic as well as non-academic) are taken during IQAC meetings, like organising workshops, seminars, symposia, schedule of ISAs and SEEs, College Mela, gathering, other cultural activities, etc.
- Faculty Development Programmes on specific needs are planned.
- The College IQAC has been instrumental in computerising the library, promoting ICT enabled classrooms and digitization of other aspects of the College like admission, attendance and examination.
- Preparing a detailed teaching plan
- Communicating the Plan to the students at the beginning of the semester Manner in which ISAs are conducted Attendance for lectures and Practicals
- Counselling Remedial Teaching Encouraging reading Faculty Development Programs

### 6.3.3 Examination and Evaluation

The IQAC analyzes the result of each examination. Suggestions then emerge on how to improve student performance. There is a system in place to collect feedback from students about the quality of teachers and their teaching. This too is analyzed by the IQAC and if required the teacher is suitably counselled. The college follows evaluation norms laid down by the University.

### 6.3.4 Research and Development

All administrative support provided Flexible timings wherever possible Visits to places outside the College/state permitted for research work Study leave granted Permission granted to present research papers in India and abroad

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The library is one of the assets of the college, boasting of a large number of books and periodicals on a variety of subjects. There is internet facility available in the college library. Besides there is a cyber cafe which provides paid internet facility. Use of ICT is pervasive in every aspect of the college – teaching learning process, administration, feedback, alumni registration. The college website is dynamic and provides timely information about attendance position, examinations and current activities on the campus.

### 6.3.6 Human Resource Management

Care is taken to ensure that quality staff is appointed. Faculty Enrichment Programmes are conducted.

### 6.3.7 Faculty and Staff recruitment

The College, being a Government institution, has no role in recruitment and retention of the teachers. However, depending on the workload demand, parent department (Directorate of Higher Education), on the requisition sent by the College, appoints qualified teachers on regular/contract/lecture-basis.

### 6.3.8 Industry Interaction / Collaboration

- The College continuously interacts with the neighbouring industrial estates Bicholim and Honda, Vedanta – Sesa Goa Ltd nearby areas.
- Industrial visits are organized for the students annually by various Departments.
- Students at VI semester level are encouraged to undertake industry related projects by Department of Commerce and Chemistry.

- The College invites the professionals from the industries on regular basis to share their expertise on various aspects of industry. They are also invited as guests for college functions for motivating students.
- Students interact with various financial organisations to avail of and understand educational loan facilities.

#### 6.3.9 Admission of Students

Being a Government institute catering to the needs of students from a rural background, the college follows an open door policy as far as admissions are concerned. Passing the qualifying examination is the sole condition for admission. Over the years the college has augmented its intake capacity based on increased demand and available infrastructure. The college offers basic graduation degree in the faculties of Arts, Science and Commerce. The students are counseled during admission on the selection of courses depending on their capabilities. Almost 65% are lady students which emphasizes the fact that the college is playing a major role in women empowerment through education.

#### 6.4 Welfare schemes for

Teaching Non teaching Students	Social Welfare Schemes and all other schemes of Govt. of Goa which are applicable to its employees and students are available.
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#### 6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done? Yes ☐ No ☒

#### 6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	---	No	---
Administrative	No	---	No	---

#### 6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes ☒ No ☐

For PG Programmes Yes ☐ No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The college follows evaluation norms laid down by the University.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

6.11 Activities and support from the Alumni Association

- Informal feedback is obtained through Alumni Association and local employers.
- Suggestions are sought and implemented wherever possible through the interaction with the members of Alumni Cell.
- One of our ex-students, in the capacity of Range Forest Officer, distributed free saplings to the staff and students of the College on the occasion of Tree Plantation Programme.
- Some of our ex-students are sponsoring awards/prizes to the students who have excelled in third year University examinations.

6.12 Activities and support from the Parent – Teacher Association: The college does not have a Parent Teachers Association

6.13 Development programmes for support staff

6.14 Initiatives taken by the institution to make the campus eco-friendly

- The College has well ventilated, naturally lit classrooms which minimize the use of artificial lighting, thus, conserving energy.
- CFL tubes have been used for lighting throughout the campus.
- Every staff and student of the College is environmentally conscious and takes care to switch off lights and fans when not in use. \*
- The College is in the process of procuring an organic waste composter which will help in disposal of waste papers and organic waste from the College canteen.
- The waste generated in the College is disposed with the help of Sankhali Municipal Council.
- Since the College has gone in for a digitization in all spheres, use of paper has been minimized to a large extent.
- Tree plantation drives are undertaken every year by the staff and students. Subsequently, the trees planted are taken care by the group (N.S.S. Unit and Nature Club) planting it. Each tree in the campus has been labelled to create awareness. Two Gardeners are appointed specially for watering and maintenance of the gardens in the campus.
- Fruit bearing plants such as mango, coconut, jackfruit, cashew, cinnamon, etc. which were planted in earlier years have started yielding.
- Saplings are distributed to the general public through rallies to create environmental awareness.

- Students working in the Chemistry Laboratory are educated not to dispose of hazardous chemical waste in the sink. Chemistry students are trained in micro scale techniques which generate minimum waste.
- The College campus is plastic free.
- The College follows approved procedures of the Government of Goa in order to dispose e-waste.

## **Criterion – VII**

### **7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Over a period of time, digitization of academic records is being done. All important processes and data of the College like admissions, attendance, results, feedback from students, registration of alumni, notices to the staff and the students have been digitized.
- The Library of the College has been automated.
- User friendly mechanism of collection and submission of answer books is introduced.
- Examination Supervision is made more effective by modifying the Supervision forms. Presently the forms have been devised in such a way that the Supervisor has minimum writing work and his/her entire attention can be devoted to supervision. Seating arrangement has been modified to minimize the work of actually writing numbers on the desk everyday, thus, ensuring more efficient use of manpower.
- The College has taken initiative to start a cyber cafe in its premises with the help of the Department of Information Technology, Govt. of Goa, to provide internet facility to staff and students at a nominal cost. Photocopying and printing facilities are also available.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Activities planned for the year were organized. Few more activities were planned for the academic year 2015-16.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Digitization of all important college records
2. Academic mechanisms for teachers and students

7.4 Contribution to environmental awareness / protection

- The College has well ventilated, naturally lit classrooms which minimize the use of artificial lighting, thus, conserving energy.
- CFL tubes have been used for lighting throughout the campus.

- Every staff and student of the College is environmentally conscious and takes care to switch off lights and fans when not in use.
- The waste generated in the College is disposed with the help of Sankhali Municipal Council.
- Since the College has gone in for a digitization in all spheres, use of paper has been minimized to a large extent.
- Tree plantation drives are undertaken every year by the staff and students. Subsequently, the trees planted are taken care by the group (N.S.S. Unit and Nature Club) planting it. Each tree in the campus has been labelled to create awareness. Two Gardeners are appointed specially for watering and maintenance of the gardens in the campus.
- Fruit bearing plants such as mango, coconut, jackfruit, cashew, cinnamon, black berry etc. which were planted in earlier years have started yielding.
- Saplings are distributed to the general public through rallies to create environmental awareness.
- Students working in the Chemistry Laboratory are educated not to dispose of hazardous chemical waste in the sink. Chemistry students are trained in micro scale techniques which generate minimum waste.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

## 8. Plans of institution for next year

- To continue to provide high quality education to its students.
- To play a pivotal to better the society in general by playing a greater role in day to day lives.
- To cater to the demands of the job market.

Name : Dr. Joydeep Bhattacharjee

Name : Ms. Lucy James

\_\_\_\_\_  
Signature of the Coordinator, IQAC

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Signature of the Chairperson, IQAC

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## Annexure I

### Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test



CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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