

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

July 1, 2016 to June 30, 2017

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

gcascsg@gmail.com

Contact Nos.

Off. 0832 2365862 / 0832 2364271

Name of the Head of the Institution:

Dr. Joydeep Bhattacharjee

Mobile:

9579671708

Name of the IQAC Co-ordinator:

Dr. Soniya Sirsat

Mobile:

9423316038

IQAC e-mail address:

gcascsg@gmail.com

1.3 NAAC Track ID

GACOGN10149

OR

1.4 NAAC Executive Committee No. & Date:

EC(SC)/27/A&A/11.2 dated 12/09/2017

1.5 Website address:

www.gcscs.ac.in

Web-link of the AQAR:

http://gcscs.ac.in/iqac/aqar-2016-17.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	Three Star Level		2002	2002-2007
2	2 nd Cycle	A	3.17	2017	12/09/2017-11/09/2022
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : 15/02/2016

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)

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*)

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	<input type="text" value="07"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="Nil"/>
2.3 No. of students	<input type="text" value="Nil"/>
2.4 No. of Management representatives	<input type="text" value="Nil"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="Nil"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="Nil"/>
2.9 Total No. of members	<input type="text" value="09"/>
2.10 No. of IQAC meetings held	<input type="text" value="03"/>

2.11 No. of meetings with various stakeholder	No.	<input type="text" value="06"/>	Faculty	<input type="text" value="02"/>
	Non-Teaching Staff	<input type="text" value="02"/>	Students	<input type="text" value="02"/>
	Alumni	<input type="text" value="02"/>	Others	<input type="text" value="Nil"/>

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ ☒

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.	<input type="text"/>	International	<input type="text"/>	National	<input type="text" value="02"/>	State	<input type="text"/>
Institution Level	<input type="text" value="02"/>						

(ii) Themes

1. Novel Experimental Techniques
2. Opportunities For Commerce Students Under New GST Regime From 2017
3. Self Management and Time Management
4. Effective Public Speaking

2.14 Significant Activities and contributions made by IQAC

- The College IQAC has been defining the Quality Policy of the College.
- The IQAC proposed changes, improvements or modifications after reviewing various policies of the College.
- The IQAC has been ensuring optimum use of digital technology in teaching and administration.
- The IQAC analyzes the feedback obtained from students.
- The IQAC motivates the various Committees, Cells, Clubs of the College to organise State, National, International and Institution Level Seminars/Conferences/Workshops/Symposia/FIPs, Certificate Courses, Field Trips, Study Tours, Guest Lectures, Competitions, Training Programmes, etc.
- The IQAC motivates a large number of staff to participate in the State, National, International and Institution Level Seminars/Conferences/Workshops/Symposia/conferences/FIPs/Orientation/Refresher Courses etc.
- IQAC implemented Student Mentoring Scheme from the academic year 2016-17.
- A link on the college website for alumni registration is provided.
- The IQAC took a pro-active role in establishing linkages with various institutes from the State and the Country through MoUs to further enhance the academic and research activities.
- The process of maintaining records of API scores of the newly appointed teaching staff has already started.
- Efforts are being made to improve internet coverage in the College Campus.

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">• Maximize use of digital technology in teaching and administration.	<ul style="list-style-type: none">• The use of digital technology in teaching and administration was implemented in almost all processes which improved quality and quantity of the work.
<ul style="list-style-type: none">• Improve and enhance internet connectivity in the college campus.	<ul style="list-style-type: none">• Efforts are being made to improve internet coverage in the College Campus.
<ul style="list-style-type: none">• IQAC suggested that the teachers should submit the teaching plan.	<ul style="list-style-type: none">• The teachers prepare a teaching plan of the subject taught by them and submit the same for the perusal to the Principal. The said plan is also kept in the Library for information of the students so that they can get prepared for the topic to be taught in class well in advance. This has created a big impact on study culture of the students. The said plans also serve as a roadmap to the teachers.
<ul style="list-style-type: none">• Obtaining and analyzing the feedback from students on teachers.	<ul style="list-style-type: none">• Feedback obtained from students is being analysed and conveyed to the concerned teachers which added to the quality teaching process.
<ul style="list-style-type: none">• IQAC implemented Student Mentoring Scheme from the academic year 2016-17.	<ul style="list-style-type: none">• Overall discipline and quality of students increased over a period of time.
<ul style="list-style-type: none">• To strengthen bonds with Alumni	<ul style="list-style-type: none">• A link on the college website for alumni registration is provided. Meetings of Alumni were conducted. Alumni supported and gave suggestions to improve overall quality of the institution.
<ul style="list-style-type: none">• Sign MoUs with like-minded institutions and colleges to further academic and research interests.	<ul style="list-style-type: none">• The IQAC took a pro-active role in establishing linkages with various institutes from the State and the Country through MoUs to further enhance the academic and research activities. Various training programmes, talks, workshops were organised.

<ul style="list-style-type: none"> • IQAC suggested that the Departments/ Clubs/Cells should organize State, National, International and Institution Level Seminars/Conferences /Workshops/Symposia /FIPs, Certificate Courses, Field Trips, Study Tours, Guest Lectures, Competitions, Training Programmes, etc. on relevant topics. 	<ul style="list-style-type: none"> • Workshops organised <ul style="list-style-type: none"> ➤ Department of Chemistry organised a one day National workshop on ‘Novel experimental techniques’ in collaboration with Gogte Joglekar College, Ratnagiri on 27/08/2016. ➤ Department of Commerce organised a National workshop on ‘Opportunities for Commerce Students under new GST Regime from 2017’ on 27/08/2016. ➤ Student’s Welfare Committee organised workshops for the members of the Students’ Council on ‘Self Management and Time Management’ and ‘Effective Public Speaking’ on 01/10/2016 and 24/09/2016 respectively.
<ul style="list-style-type: none"> • To encourage a large number of staff to participate in the State, National, International and Institution Level Seminars/Conferences /Workshops/Symposia /conferences/FIPs/Orientation/Refresher Courses etc. to improve knowledge and skill level. 	<ul style="list-style-type: none"> • A large number of staff attended State, National, International and Institution Level Seminars/Conferences/Workshops/Symposia/Conferences/FIPs/Orientation/Refresher Courses etc.
<ul style="list-style-type: none"> • Motivate teachers to undertake research projects. 	<ul style="list-style-type: none"> • Some teachers have applied for Minor Research Projects of UGC and other institutes.
<ul style="list-style-type: none"> • Maintaining records of API scores of newly appointed teaching staff. 	<ul style="list-style-type: none"> • The process of maintaining records of API scores of the newly appointed teaching staff has started.
<ul style="list-style-type: none"> • Create awareness about career advancements among newly appointed staff. 	<ul style="list-style-type: none"> • The circulars are passed on to the newly appointed staff and orientation is provided at regular intervals.
<ul style="list-style-type: none"> • Yearly reports of the activities organised by various clubs, cells, committees and departments and report of personal achievements to be submitted for the office records. 	<ul style="list-style-type: none"> • The teachers submit the yearly report of the activities organised by them under various clubs, cells, committees and departments and report of personal achievements to be submitted for the office records. This helps in building the office records and serves as a ready reference whenever need arises.

** Attach the Academic Calendar of the year as Annexure.*

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

1. 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	03	Nil	Nil	Nil
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	03			

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni ☐ Parents ☐ Employers ☐ Students ☒
(On all aspects)

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

**Please provide an analysis of the feedback in the Annexure*

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

No. College follows the curriculum 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.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
43	07	36	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

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
01	02	Nil	Nil	Nil	Nil	01	Nil	02	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	02	09	06
Presented papers	06	04	Nil
Resource Persons	Nil	01	01

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
- Whatsapp groups are created to supplement teaching.
- Flipped classroom

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

183

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

14

2.10 Average percentage of attendance of students

92%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
ARTS	104	15%	33%	30%	22%	78%
SCIENCE	57	28%	51%	15%	6%	82%
COMMERCE	66	4%	24%	47%	24%	68%

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

An academic calendar is prepared 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 extra-curricular 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 analysed. All these measures ensure continuous review of the teaching learning process.

2.13 Initiatives undertaken towards faculty development

The teaching staff attended the following Courses, Training Programmes, Winter Schools organised by other Institutions/Universities within and outside the State

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	02
Faculty exchange programme	01
Staff training conducted by the university	Nil
Staff training conducted by other institutions	07
Summer / Winter schools, Workshops, etc.	16
Others	Nil

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	31	10	03	02
Technical Staff	02	04	Nil	Nil

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 Post doctoral 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	Nil	Nil	Nil	Nil
Outlay in Rs. Lakhs	Nil	Nil	Nil	Nil

3.3 Details regarding minor projects

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

3.4 Details on research publications

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

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	01			

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences
organized by the
Institution

Level	International	National	State	University	College
Number	Nil	Nil	Nil	Nil	Nil
Sponsoring agencies	Nil	Nil	Nil	Nil	Nil

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	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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
Nil	Nil	01	Nil	Nil	Nil	Nil

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

Nil

Nil

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

Nil

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

JRF

Nil

SRF

Nil

Project Fellows

Nil

Any other

Nil

3.21 No. of students Participated in NSS events:

University level

10

State level

Nil

National level

Nil

International level

Nil

3.22 No. of students participated in NCC events:

University level

Nil

State level

20

National level

03

International level

Nil

3.23 No. of Awards won in NSS:

University level

Nil

State level

Nil

National level

Nil

International level

Nil

3.24 No. of Awards won in NCC:

University level

Nil

State level

06

National level

Nil

International level

Nil

3.25 No. of Extension activities organized

University forum

Nil

College forum

Nil

NCC

01

NSS

03

Any

01

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

- Department of Commerce started a 'PAN Card Services and Tax Consultancy Cell' for public and parents on 27/08/2016. About 30 people have been taken the benefit of the same.
- N.S.S. Unit organised a Blood Donation Camp on 14/09/2017.

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.	Nil	Government of Goa	75000 sq.mts.
Class rooms	16	10	Government of Goa	26
Laboratories	09	08	Government of Goa	17
Seminar Halls	01	01	Government of Goa	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	16	11	Government of Goa	27
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs. 932974/-	Rs. 794274/-	Government of Goa	Rs. 1727248/-
Others	Nil	Rs.2569581/-	Government of Goa	Rs. 2569581/-

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. The Library is fully computerized with e-granthalaya software.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value Rs.	No.	Value Rs.	No.	Value Rs.
Text Books/Reference Books	23263	4970114.90/-	509	179554/-	23772	5149668.90/-
e-Books/ e-Journals	Nlist INFLIBNET	5700/-	Nlist INFLIBNET	5725/-	Nlist INFLIBNET	11425/-
Journals	55	63349.07/	11	69920.72/-	55	133269.79/-
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	405	Nil	Nil	Nil	405	Nil
Others (specify)	Nil	Nil	Nil	Nil	Nil	Nil

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	40 Computers 25 Laptops	36	GBBN Connectivity,	GBBN Connectivity in the Computer Laboratory, Cyber Cafe, and Library	Nil	05	17	07
Added	02 Computers	Nil	Nil	Nil	Nil	Nil	Nil	02
Total	42 Computers 25 Laptops	36	GBBN Connectivity,	GBBN Connectivity in the Computer Laboratory, Cyber Cafe, and Library	Nil	05	17	09

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	Rs. 1,50,000/-
ii) Campus Infrastructure and facilities	Rs. 1,00,000/-
iii) Equipments	Rs. 7,94,274/-
iv) Others	Rs. 25,69,581
Total :	Rs. 36,13,855/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC ensures that the below mentioned information pertaining to the Institution is updated regularly and reaches to the students well in advance through Prospectus, College Website, Notices and Mentor teachers :

ADMISSION

- 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

ATTENDANCE

- Attendance rules
- Monthly attendance position

EXAMINATION

- Scheme of Examination
- The examination schedule and results

ADD-ON COURSES

- The course structure, fee structure

OTHER INFORMATION

- The general rules and regulations.
- Awards and scholarships, merit scholarships, Govt. scholarships available to the students
- Financial aid
- Provisions of Anti-Ragging Act, 2009
- Academic calendar of the College
- Information regarding selection of Ten Best All-rounders and Best Outgoing student
- List of Committees/Associations and contact persons for the same
- Highlights of major upcoming events to be held in the College.

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1123	Nil	Nil	Nil

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

No	%
39%	

Men

No	%
61%	

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
869	13	58	183	02	1125	921	27	65	192	03	1208

Demand ratio

Dropout % Nil

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

- Department of Chemistry is conducting All India National Level ACT-CONCEPT TEST in Chemistry (CONTECH-16) organized by ALL India Chemistry Teacher's Association annually for all undergraduate students offering Chemistry Subject.
- 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.

No. of students beneficiaries

52

5.5 No. of students qualified in these examinations

NET

SET/SLET

GATE

CAT

IAS/IPS etc

State PSC

UPSC

Others

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.

No. of students benefitted

175

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
Nil	Nil	Nil	Nil

5.8 Details of gender sensitization programmes

- The College has constituted a Women Cell and a 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	69	Rs. 1,03,500/-
Financial support from government	27	Rs. 29,021/-
Financial support from other sources	SC - 05 ST - 39 OBC - 59	SC, ST, OBC Scholarships are directly transferred by the Government in the Student's Saving Bank Accounts
Number of students who received International/ National recognitions	Nil	Nil

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: Nil

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

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

- IQAC ensures that the teaching plans, examination schemes, attendance and other rules are communicated to the students at the beginning of the semester
- Support services are provided to the students through counselling, remedial teaching, bridge courses etc.
- The IQAC of the College conducts periodic meetings and takes important decisions regarding college policies (academic as well as non-academic) 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.

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 is provided to encourage research work and for the overall development of the Faculty :

- Flexible timings wherever possible
- Visits to places outside the College/state
- Study leave is granted
- Permission granted to present research papers in India and abroad

6.3.5 Library, ICT and physical infrastructure / instrumentation

LIBRARY

- The library is one of the assets of the college, boasting of a large number of books and periodicals on a variety of subjects.

ICT AND PHYSICAL INFRASTRUCTURE/INSTRUMENTATION

- Internet facility is made available in the college library.
- 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

- Faculty Enrichment Programmes are conducted.
- Duty Leaves are sanctioned to the Faculty for attending Seminars/Workshops/Conferences/Orientation Courses/Refresher Courses organised by other institutions from all over the country and the world.
- Various opportunities are given to the faculty to shoulder academic and administrative responsibilities.

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.
- The recruitment of administrative staff is also done by the Government considering the requisition sent by the College.

6.3.8 Industry Interaction / Collaboration

The College continuously interacts with the neighbouring industrial estates Bicholim and Honda, Vedanta –Sesa Goa Ltd and 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% students in the College 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 Staff

Teaching	Social Welfare Schemes and all other schemes of Govt. of Goa which are applicable to its employees and students are available. Teaching and non-teaching staff <ul style="list-style-type: none">• Medical Reimbursement Facility• Leave encashment• LTC Facilities Students <ul style="list-style-type: none">• Financial Aid and Scholarships
Non teaching	
Students	

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-Teacher

6.13 Development programmes for support staff

Nil

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

CONSERVATION OF ELECTRICITY

- 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.

ORGANIC WASTE MANAGEMENT

- 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.
- Presently, the waste generated in the College is disposed with the help of Sankhali Municipal Council.
- Incinerators are set up in the College to dispose off the sanitary napkins.

HAZARDOUS WASTE MANAGEMENT

- Students working in the Chemistry Laboratory are educated not to dispose of hazardous chemical waste in the sink. Waste is collected and treated separately. Chemistry students are trained in micro scale techniques which generate minimum waste.
- The College campus is plastic free.

E-WASTE MANAGEMENT

- The College follows approved procedures of the Government of Goa in order to dispose e-waste.

OTHER INITIATIVES

- 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 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. Saplings are distributed to the general public through rallies to create environmental awareness.

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.

Innovations

- Over a period of time, digitization of academic records is 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

- Mentoring Scheme was implemented.
- Teaching plans prepared by teachers were kept in the library for ready reference of the students.
- Few more MoUs were signed in the year 2016-17.
- Activities planned for the year were organized.

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

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

CONSERVATION OF ELECTRICITY

- 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.

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7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

SWOC Analysis

Strengths:

- Very good infrastructure
- Resourceful and dedicated teaching faculty
- Only institute of Higher Education in this locality and has a strong brand presence.
- Being a Government Institute, finances are not a problem.
- Information Technology driven systems been implemented.

Weaknesses:

- Teaching staff inclined only to teach and not inclined towards research.
- Being a Government Institute, recruitment procedures are tedious and time consuming.
- Utilisation of funds is difficult due to stringent procedures.
- Rigid University system precludes introduction of new courses and pedagogy in general.

Opportunities :

- To become a top class hub of Higher Education in this locality with Post Graduate courses and other skill enhancement courses.
- 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.


Challenges:

- To overcome the complacent mind set of the teachers and motivate them towards activities other than basic teaching e.g research and social responsibilities.
- To create a desire for learning among students, specially first generation learners.
- To change mind set of the Government towards higher education in general.

8. Plans of institution for next year

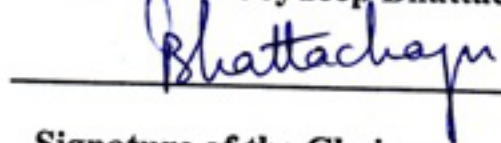
- To sign MoUs with few more like-minded institutions and colleges to further strengthen academic and research interests.
- To become a top class hub of Higher Education in this locality with Post Graduate courses and other skill enhancement courses.
- To play a pivotal to better the society in general by playing a greater role in day to day lives.
- To cater to the demands of the job market.

Name : Dr. Soniya Sirsat



Signature of the Coordinator, IQAC

Name : Dr. Joydeep Bhattacharjee



Signature of the Chairperson, IQAC

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

1. Reopening of the college:	15/6/2016
2. Last date for admission to college for all classes:	15/7/2016
3. 1 st Intra Semester Assessment exam:	2/8/2016 and 3/8/2016
4. Submission of Project Registration forms to the office:	By 14/8/2016
5. Ganesh Chaturthi Break:	5/9/2016 to 10/9/2016
6. 2 nd Intra Semester Assessment exam:	22/9/2016 and 23/9/2016
7. Completion of syllabi - last teaching date:	10/10/2016
8. Commencement of Semester End Examination:	15/10/2016
9. Winter Vacation:	29/10/2016 to 19/11/2016
10. Commencement of even semester:	21/11/2016
11. Declaration of results of odd semesters:	• By 5/12/2016
12. College Sports day:	17/12/2016
13. College Mela:	19/12; 20/12 and 21/12/2016
14. Christmas Break:	23/12/2016 to 1/1/2017
15. 1 st Intra Semester Assessment exam:	13/1/2017 and 14/1/2017
16. Submission of Project reports by students to guides:	By 15/2/2017
17. Submission of Project reports and Internal marks by guides:	By 25/2/2017
18. 2 nd Intra Semester Assessment exam:	6/3/2017 and 7/3/2017
19. Completion of syllabi - last teaching date:	28/3/2017
20. Farewell to TY students and Annual Prize Distribution:	28/3/2017
21. Commencement of Semester End Examination:	3/4/2017
22. Declaration of results of even semesters:	By 29/4/2017
23. Summer Vacation:	4/5/2017 to 14/6/2017
24. Special Supplementary Examinations:	15/5/2017 onwards
25. College reopens on:	15/6/2017

Apart from these academic activities, the College may also organise Annual Sports Day, Annual Social Gathering, College Mela, co-curricular and extra-curricular activities. The dates of these will be announced as and when the events are planned.

Annexure - ii

7.3 Best Practices

This College introduces its best practices and implements them which contributes to the achievement of the Institutional Objectives so also to that Quality improvement of the core activities of the college. The two best practices promoted by the College are as follows :

1. DIGITIZATION OF ALL IMPORTANT COLLEGE RECORDS

1. Title of the Practice

Digitization of all important College Records.

2. Goal

The aim is to reduce time frame required for important processes of the College. It also ensures easy accessibility of the College records and more efficient use of manpower. Finally it is also an environmental friendly practice.

3. The Context

The software required for admission had to be designed in such a way that the existing policies of the college could be incorporated. These include introducing cut offs in the number of students in each of the subject combinations in Arts, Science & Commerce Faculties. This software also includes the feature of generating fee receipts as per subjects offered and generates the identity cards of the students.

Digitization of attendance data had to be done in accordance with the ordinances of the Goa University which mandates minimum 75% cumulative attendance for the total number of lectures delivered in all the subjects taken together. Therefore the subjects offered by a student had to be taken into account in order to ensure accurate record of attendance.

Feedback from students is obtained digitally ensuring minimum time taken for the purpose and immediate compilation.

The attendance and examination data is uploaded to the College Website ensuring transparency of the processes.

4. The Practice

Implementation of the Practice

For the admission process software was developed which allowed students to register for a particular course including choice of optional subjects. Students are required to fill all their personal details online which make available the statistical data offline as and when required. The software is so designed that it keeps a check on the number of students admitted for a particular course according to pre-determined numbers. Fee structures for various courses are available online. The software also generates fee receipts according to the courses and also the category of students. The photographs of students are immediately captured after payment of fees to generate the identity card using the same software. The Software also generates a unique CUIN for every student at random. The data obtained from this software is directly imported for attendance and examination purposes.

The attendance compilation system was developed in-house using Microsoft Excel. Data obtained from the admission process was used in generating attendance sheets which are used by teachers to mark attendance in class. The same software generates excel files through which teachers submit the attendance data for compilation. The data so received is compiled to obtain a complete picture of the attendance of students course wise on a monthly basis and finally for the entire semester. This system has presently evolved into a server based networked compilation system wherein each teacher logs in into the network and feeds the attendance data. The data is then compiled using database management software. The compiled attendance data is uploaded on the College Website every month. Students can therefore check their attendance position at any time during the semester.

The results of the examinations held in the College are compiled using database management software. Grace marks to be awarded to students under various categories are also programmed into the software. Results are uploaded to the College Website. Mark Sheets are also generated using the same software.

Student's feedback of teachers is also collected digitally. A questionnaire has been designed to cover important aspects of teaching process and the responses are in

numerical figures which are compiled immediately by the software to provide an instant feedback to the teacher.

Information is disseminated to teachers in the form of e-mails and Whatsapp group which ensures instant communication to the teachers.

5. Evidence of Success

After the admission process was digitized any information about students is very readily available at a click of a mouse. Earlier such data was being collected by the College Office manually by going through the admission forms of all the students admitted which was an extremely tedious process. These demographic details are very often required to answer queries from the Government. Since information about subjects offered is also available, the data can be readily used by attendance and examination systems of the College. This process therefore streamlines all related processes of the College.

Earlier the attendance was being compiled manually by a group of teachers which was time consuming. After digitization attendance of the entire College is compiled and displayed within 3 days of the subsequent month. This has ensured transparency in the process since the attendance data is also uploaded to the College Website.

Digitization of results has significantly decreased the time frame for declaration of result after the conduct of examinations. The results are uploaded on the College Website allowing instant access to all the students. Duplicate mark sheets if required by students can be immediately issued by the College Office.

Digitization of Student's Feedback has drastically reduced the time and effort required to gather students' feedback. Since the feedback is obtained digitally there is no scope for manipulation at any stage.

A link has been provided on the College Website enabling ex-students to register. This has ensured a larger and wider coverage than the earlier method where the ex-student had to physically fill in a form in order to register.

Dissemination of information through notices in digital form has decreased the man power required to physically carry the notices to each and every staff of the College. It has also ensured that information reaches every staff in the least possible time.

6. Problems Encountered and Resources Required

Digitization of admission process encountered initial problems since the College is situated in a rural area where majority of students do not have access to internet facilities therefore the registration process had to be done through cyber cafes. However facilitation center was set up in the College to help students to register. The System is running smoothly over a period of time. Digitization of important functions of the College has played role in educating students, parents and stakeholders towards the necessity and importance of information technology in everyday life.

Initial investments had to be made to develop suitable software for the above processes which were however compensated to a large extent by the reduction in man power required earlier. College has procured a linux based server. Users can connect to the server using the College network.

2. ACADEMIC MECHANISMS FOR TEACHERS AND STUDENTS

1. Title of the Practice

Academic Mechanisms for teachers and students

2. Goal

- The aim is to meet Student's expectations of learning and to enhance the teaching-learning process.
- To provide the faculty with a conducive environment for teaching activities.
- To improve accountability in the teaching-learning process.

3. The Context

- The College has introduced a student mentoring scheme under which each teacher has been assigned around 20 students. This ensures personalized attention to every student, as far as their academic goals and expectations are concerned.

Both the teachers and students had to overcome challenges like mutual availability and time constraints while implementing the scheme. Since there is a mismatch between student's strength in a particular faculty viz a viz the number of teachers of that faculty, many teachers are allotted students of a different faculty whom they normally don't meet. Thus, they have to first build up trust with the students for effective working of the scheme.

- Although minimum 75% attendance is compulsory for a student, the college ensures effective implementation of this, taking the interest of students into consideration. Attendance is displayed positively by the third working day of the subsequent month. Students having insufficient attendance and thus likely to fall below the required percentage are identified and counseled under the mentoring scheme. The parents of such students are also taken into confidence. Each teacher is aware of the attendance position of their students and they too counsel the student on the importance of attending lectures. It was a challenge to implement this scheme effectively since the youth of today are a naturally distracted lot and are not inclined to attend the classes regularly.
- To heighten the teaching-learning experience of students during their stay in the college and afterwards, variety of activities are organized for the students regularly. These include certificate courses, personality development programmes and co-curricular activities under various associations, clubs, cells etc. These go a long way to ensure holistic education for the students.

4. The Practice

Implementation of the Practice

- The student mentoring scheme was implemented taking into consideration the subjects studied by the students. As far as possible a teacher who meets a group of students was assigned to that group. Broad guidelines were framed and given to the teachers for efficient implementation. Record is maintained of the mentoring sessions by the teachers. Any issues to be resolved are taken up at the appropriate levels.
- The attendance data is fed by each teacher for the courses/subjects taught by them. The attendance sheet is so designed that the student is considered to be present by default. Only the date on which the student is absent is marked on the

attendance sheet. This has resulted in tremendous saving of time needed to record attendance in class allowing teachers more time to concentrate on teaching. This system of recording attendance is well suited for the digital method of calculation. Each teacher is given an individual login credential so that data can be fed for those particular subjects. This ensures total secrecy and security in the whole system.

- The faculty of the College is well qualified and dedicated. They are provided enough opportunities for self-development. They are encouraged to improve their skills by attending seminars, workshops, training courses as and when available. Faculty Development Programmes are also organised within the college, based on specific needs of the teachers. Each teacher submits a detailed teaching plan which is kept in the library for the perusal of students so that students can then plan their learning schedule accordingly. Teachers also maintain a diary where every aspect of their profession can be recorded. The diary is periodically reviewed by the Principal. This ensures accountability in the implementation of plans.

Co-curricular and extra-curricular activities are conducted by associations, clubs, cells throughout the year. A semester end report is submitted by these bodies which helps in documentation and improves accountability. The college has a peer reviewed research journal, 'Latitude' with ISSN Number. Teachers are encouraged to submit research articles. Teachers are encouraged to undertake research by allowing flexible timings and guidance for drafting proposals, papers etc. There is a research room available which allows teachers to undertake reference work in privacy.

- Office procedures have been streamlined to a large extent due to digitization. Suitable innovations and improvements in the way examinations are conducted have resulted in a system where teachers have to do minimum paper work and therefore their entire attention is devoted towards supervision duties.

4. Evidence of Success

- Ensuring personalised attention to every student with regard to their academic goals and expectations was possible through student mentoring scheme which was otherwise not always possible for the teacher teaching the subject due to time

constraint. Teachers got an opportunity to meet those students whom they normally don't meet. So also students got an opportunity to seek guidance from the teachers who don't teach them which enabled the student to take benefit of different view points. This further built a good rapport and a strong bonding between the mentor teacher and the students which created a conducive environment for teacher as well as student and fetched positive results in all spheres. It was possible to convey academic information and values to the students through mentor which helped in smooth and effective functioning of the administrative, academic as well as co-curricular activities of the college.

- The newly designed attendance sheet has resulted in tremendous saving of time needed to record attendance in class allowing teachers more time to concentrate on teaching. Total secrecy and security in the whole system is ensured by giving an individual login credential to each teacher who feeds the data of their subjects.

Timely display of the attendance and counseling done by the mentors have reduced the numbers of students who were otherwise likely to fall below the required attendance percentage and drop out of the education system. Since each teacher is aware of the attendance position of their students, they could counsel the student on the importance of attending lectures and thus succeeded in channelizing the energy, intelligence and talents of the students in the right direction.

- The college succeeded in ensuring holistic education for the students and met student's expectations of learning through various academic as well as co-curricular activities which further enhanced the teaching-learning process. The students were given opportunities to shoulder the responsibility of organising various activities in their capacity as the members of different clubs, cells, committees, council, stakeholders etc, which built self confidence in the students, inculcated in them the value of time management and improved the sense of accountability.
- Memorandum of understanding were signed with leading colleges in Goa and neighbouring states and also with NGOs like TERI ,GIPARD. Student exchange programmes under these MOUs have benefitted students by allowing them to participate in various activities and compete with students of other states. This has led to improvement in their academic performance.

- Detailed teaching plan submitted by the teacher has served like a roadmap to the students and led them towards the new heights of knowledge and teaching-learning process.
- Work diaries maintained by the teachers have ensured accountability in the implementation of their plans.
- A semester end report of co-curricular and extra-curricular activities conducted by clubs, cells throughout the year submitted by the convenors has helped in documentation and improved accountability to a large extent.
- The college encourages the teachers to undertake research by allowing flexible timings, providing guidance for drafting proposals, papers etc, facilitating use of research room and providing a platform through a peer reviewed research journal, 'Latitude'. This has given a wide scope for research work and has further contributed immensely in generating research work in various subjects and in fulfilling the social responsibility.
- Lot of time and man power is saved after streamlining the office procedures through digitization. Suitable innovations and improvements made in the way examination are conducted have resulted in a system where teachers have to do minimum paper work and therefore their entire attention is devoted towards supervision duties.

6. Problems Encountered and Resources Required

- To ensure quality networking in the college which is necessary for admissions, attendance and digitization in general, the college had to invest in a high quality server.
- The financial needs of the teachers for attending seminars, conferences, training sessions within the state and outside is taken care by the college.
- Nominal expenditure is involved in printing of the college diaries, research journal, attendance sheets etc.