The Annual Quality Assurance Report (AQAR) of the IQAC

AQAR for the year 2017- 2018

Part – A

Data of the Institution

1. Name of the Institution
: Government College of Arts, Science and Commerce, Sanquelim, Goa

- Name of the Head of the institution
: Dr. Gervasio S.F.L. Mendes

- Designation
: Principal

- Does the institution function from own campus: Yes

- Phone no./Alternate phone no.
: 0832-2364271, 0832-2365862

- Mobile no.
: 9421094271

- Registered e-mail
: gcascs@gmail.com

- Alternate e-mail
: dr.soniyasirsat@gmail.com

- Address
: Sanquelim, Goa

- City/Town
: Sanquelim

- State/UT
: Goa

- Pin Code
: 403505

2. Institutional status:
- Affiliated / Constituent
: Affiliated
- Type of Institution
: Co-education
- Location
: Urban
- Financial Status
: Grants-in aid/ UGC 2f and 12 (B)
- Name of the Affiliating University
: Goa University
- Name of the IQAC Co-ordinator
: Dr. Soniya Sirsat
- Phone no.
: 0832-2364271, 0832-2365862

Alternate phone no.   : 7057815891

- Mobile   : 9423316038

- IQAC e-mail address   : gcascs@gmail.com

- Alternate Email address   : dr.soniyasirsat@gmail.com

3. Website address   : www.gcascs.ac.in

Web-link of the AQAR: (Previous Academic Year): http://gcascs.ac.in/iqac/aqar-2016-17.pdf

4. Whether Academic Calendar prepared during the year? : Yes

Whether it is uploaded in the Institutional website.

Yes

Weblink: http://gcascs.ac.in/students/Academic%20Calendar.pdf

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	Three Star Level	---	2002	From : 2002 - 2007
2nd	A	3.17	2017	From : 12/09/2017 To : 11/09/2022

6. Date of Establishment of IQAC : 15/02/2016

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	**Date and duration**	**Number of participants/beneficiaries**
Regular meeting of Internal Quality Assurance Cell	08/07/2017 19/04/2018	All stakeholders
Timely submission of Annual Quality Assurance Report (AQAR) to NAAC	08/12/2017	All stakeholders
NAAC Peer Team Report and the Action Taken Report were submitted to the Directorate of Higher Education, Porvorim, Goa to review the NAAC recommendations and to seek assistance in compliance as well as in enhancing the quality of higher education	12/03/2018	All stakeholders
Feedback from all stakeholders collected,	21,23,25/04/2018	All stakeholders

analysed and used for improvements		
Academic and Administrative Audit (AAA) conducted and its follow up action	Dates to be communicated by the Directorate of Higher Education	All stakeholders
Participation in NIRF	14/12/2018	All stakeholders
The College submitted Institutional Development Plan of the Institution to RUSA	22/03/2018	All stakeholders

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Library				12100000
New Equipment for Laboratories				12100000
Total capital expenditure				24200000
Salaries				152402312
Maintenance of Academic infrastructure on consumables and other running	Infrastructure Development of the College	Government of Goa	2017-2018	877989
Total Revenue Expenditure				153280301

9. Whether composition of IQAC as per latest NAAC guidelines : Yes

Notification (Office Order) of formation of IQAC is uploaded on the College Website.

Weblink : http://gcascs.ac.in/iqac/Office%20Order%20IQAC.pdf

10. No. of IQAC meetings held during the year : 02

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website : Yes

Minutes of meetings and action taken report – Uploaded

Weblinks are as follows :

- http://gcascs.ac.in/iqac/Minutes-IQAC-Meeting-08-07-2017.pdf
- http://gcascs.ac.in/iqac/Minutes-IQAC-Meeting-19-04-2018

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? : No

12. Significant contributions made by IQAC during the current year (maximum five bullets)

- An Interaction Session of the members of the College Internal Quality Assurance Cell was held with the Principals of the neighbouring Higher Secondary Schools (feeder institutions from Sattari, Bicholim, Ponda and Dharbandora talukas) on 24th April, 2018. The focus of discussion was to enhance the quality of higher education. It was resolved to meet the Principals twice in an academic year and continue this good initiative under the forum, 'College-Higher Secondary Schools Educator's Interface Committee'. It was also resolved to arrange for guidance of the higher secondary students by the College Faculty through visits to the Higher Secondary Schools by the faculty members and to the College by the staff and students of Higher Secondary Schools.

- IQAC initiated Online Feedback System which includes online submission of the feedback by the students of the courses completed, forwarding the analysed feedback by the IQAC to the faculty for necessary action and onward submission of ATR by the faculty to the IQAC.

- At the initiative of the Vice Principal Shri. Anil Karambelkar, the College has created a data base of the human resources/expertise of the faculty members for the purpose of sharing the same with other institutions/society. The list is shared with the Controlling Office i.e. the Directorate of Higher Education, Government of Goa.

- The College has taken initiative to promote interaction between the achievers of the College with other students and faculty members by organising meetings between them. These meetings are held on every fourth Saturday of the month. The achievers share their experiences with the audience. These interactions enable the authorities to implement interventionist measures to further motivate and support the students for achieving excellence in their respective fields. These interactions are given wide publicity by inviting the members from the print and electronic media.

- The College has adopted GPRS Terminal Set up for accepting the payment of fees from the students and parents. This has eased the admission process.

- **13.** Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
The College submitted application for seeking permission of Directorate of Higher Education to start new programmes in T.Y.B.A. Hindi (6 Units), T.Y.B.Sc. Mathamatics (6 Units), M.A. Hindi, M.A. Economics, M.Sc. Mathematics. After receiving the approval, the College submitted application for seeking affiliation to start the said programmes on 20th March 2018	Affiliation Inquiry Committee of the Goa University visited the College on 21/05/2018 to inspect the facilities to start the programmes. Affiliation was granted to start the said programmes from the academic year 2018-2019 vide letter No.5/18/Acad.Gen/Aff./790 dated 11/06/2018. The said courses are running very smoothly and are catering to the needs of the students from rural areas desirous of pursuing higher education.
Applied for Grants under RUSA	Rs.2 crores are sanctioned for the College. Besides this, the Directorate of Higher Education has resolved to take up the project of building a hostel in the campus from the separate funds received by them.
The College forwarded the applications of 03 faculty members for Guideship to the Goa University on 12/05/2018	In progress
The College forwarded Proposals seeking Grant in Aid to conduct seminar/awareness programmes and Research Projects for academic curriculum on 27/06/2018	In progress
Submitted the proposals from Department of Economics and Hindi to be incorporated in the Goa University Proposal under Component 10 of RUSA for Language and Multimedia Laboratory, Social Science Laboratory. – 12/05/2018	In progress
The Faculty Members who are eligible for the Post of Professor were motivated to apply for the same in January 2018	In progress

14. Whether the AQAR was placed before statutory body? Yes :

Name of the Statutory body: Directorate of Higher Education, Panaji
Date of meeting(s): 25/10/2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes. NAAC Peer Team Visit was held for assessment and accreditation of the College.

Date: 11-12/08/2017

16. Whether institutional data submitted to AISHE : Yes

Year: 2017-18   Date of Submission: 03/03/2018

17. Does the Institution have Management Information System?

Yes

From the academic year 2018-2019, the College has started using Management Information System named, 'Qfix' developed by Qfixincomm Private Limited and provided by HDFC Smart Hub Education. It is a digital platform that enables comprehensive e-communication, mobile based communication between the School, parents and students. It helps in recording student profile, dissemination of information such as examination performance, attendance, notices, alerts etc. It provides online fee payment gateway for ease and convenience. It helps teachers to maintain e-diary, calendar, time-table thus effective management of resources and real time communication with the students. The Qfix provides seamless and two way communication among all the stake holders i.e. management, teachers, students and the parents with the focus on a student centric approach.

Currently the only feature used effectively is the digital payment and the successful implementation of online collection of fee. From the academic year 2019-2020, all the features of 'Qfix' will be fully functional and thus will provide complete solution for Management Information System.

Management Benefits:

- Faster and effective decision making with instant information access
- Productive multi-campus management with one software
- Real time two way communication
- Time and money saving

Teachers Benefits:

- Key focus on student academics, less on admin tasks
- Automated attendance and home work / assignments
- Track student performance history with 360 view
- Effortless exam and result management
- Great teacher-parents interaction and updates
- Easily available online reports and result cards

Administrator Benefits:

- Swift and proficient access of all departments
- Centralized reports at single click
- Convenient import/export of data
- Quick and easy sms/notifications
- Paperless, time saving and agile
- Smart communication with teacher, parents and students

Students Benefits:

- Tuned to announcements, news and calendar
- Access to results, time table and exam dates
- Get all updates even during absence

Parents Benefits:
- Daily live attendance and assignment alerts on mobile
- Exam and class tests performance tracking
- Real time calendar, picture and events news
- Online fee ledger, payments and receipts
- Paperless leave management
- Effective teacher – Parents communication
- Remove travel hassle and save cost and time

Part-B

CRITERION I – CURRICULAR ASPECTS
1.1 Curriculum Planning and Implementation
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words
The college is affiliated to the Goa University and is bound by the curriculum prescribed by it. However wherever possible, the college has introduced few courses which play a major role in bringing awareness about socially relevant issues among students while working within the framework of the University. Many teachers of the college are members of the Boards of Studies in their respective subjects. This allows them to have a say in the tweaking of the curriculum according to the current needs of industry and society. The college also offers many Certificate Courses which gives an opportunity to the students and members of general public to acquire additional skills. Effective implementation of the curriculum is ensured by proper planning and its documentation, periodic review and getting feedback from students. The action plans of the College developed and deployed for effective implementation of the

curriculum are as follows :

- Teaching plans are submitted by all teachers for each of the courses engaged and are made available to the students in the library.
- Teachers maintain a diary where day to day academic activity is recorded. The number of teaching days available during a semester is decided in the beginning and co-curricular and extra-curricular activities are planned accordingly to ensure effective implementation of the curriculum.
- An academic calendar is prepared right at the beginning of each academic year.
- The classrooms are spacious and well ventilated, so are the laboratories, which have the required instruments and resources, needed for effective curriculum delivery.
- Many teachers are on the Boards of Studies in their respective subjects and are actively involved in framing/reframing of the syllabi concerned.
- Copies of the syllabi and the essential textbooks and reference books are made available in the library as ready beckoner.
- Audio visual aids like Laptops, LCD projectors, screens are used and I/O Ports for Internet Connection are provided in the classrooms.
- Need based Faculty Improvement Programmes are conducted on Preparing Digital Presentations using Microsoft Powerpoint, working on Moodle etc.
- Seminars/Workshops/Conferences/Symposia are organised on Evaluation process.
- Faculty Development Programmes are organised for enhancing teaching skills of the teachers.

Action plans of the College for improving the academic performance of academically weak students through innovative methods, such as remedial and skill development classes for increasing the transition rate and pass rate with the objective of improving their employability are as follows :

- Remedial teaching for the weak students
- Special coaching for the students to enhance their academic performance
- Motivating the student candidates to enrol for training for NET/SET initiated by the Directorate of Higher Education
- Bridge courses for students desirous of changing their subjects
- Training for development of language skills
- Training for competitive exams

- Career guidance camps
- Add-on/Skill based/job oriented Courses supplementing the main courses
- Leadership Camps
- Having retraining and relearning programs for the alumni and other citizens with the objective of continuous learning.
- Incubation Centres

All the above programs are to be implemented keeping in mind development of the student as the central objective.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	Focus on employability/ entrepreneurship	Skill development
'Devanagari Lipi : Taıkan Kaushal	---	27/04/2018-02/05/2018 (30 contact hours)	Entrepreneurship	Skill development

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
---	---	Courses offered at S.Y.B.A./B.Sc./B.Com. level under Choice Based Credit System were introduced	19/06/2017

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG	
All courses taught at Second Year B.A./B.Sc./B.Com. level	S.Y.B.A. S.Y.B.Sc. S.Y.B.Com.	---	19/06/2017	S.Y.B.A. S.Y.B.Sc. S.Y.B.Com.		

Already adopted (mention the year) 2016-17 – F.Y.B.A./B.Sc./B.Com. **(CBCS)**

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	**Diploma Courses**
No of Students	13	---

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	**Date of introduction**	**Number of students enrolled**
---	---	---

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	**No. of students enrolled for Field Projects / Internships**
---	---

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	**2) Teachers**	**3) Employers**	**4) Alumni**	**5) Parents**
Yes	Yes	Yes	Yes	Yes

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Effective implementation of the curriculum is ensured by proper planning and its documentation, periodic review and getting feedback from all stakeholders. Teachers maintain a diary wherein day-to-day teaching and other related activities are recorded. These diaries are periodically reviewed by HOD/Principal. 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. Feedback from the students on teachers is collected, data compiled and analysed by the IQAC and forwarded to the faculty for further course of action. Faculty then submits the ATR to the IQAC. Digitization of Students' Feedback has drastically reduced the time

and effort required for the process. Since the feedback is obtained digitally, there is no scope for manipulation at any stage.

- Obtaining **online feedback from the students** on the courses conducted in the college to evaluate the teachers' effectiveness has put in place the academic mechanisms for teachers and students. Students feedback about teacher's effectiveness is communicated to respective teacher for his/her overall improvement. This has resulted in enhancing the quality of the teaching-learning process.

- The mentoring scheme in vogue gives an adequate forum for students to discuss relevant issues, which can then be addressed promptly. **Interaction of the mentoring teachers with the students** as well as their parents has enabled them to obtain a genuine feedback about the strengths and weaknesses of the College. This feedback formed an important component at the discussions to formulate the SWOC analysis.

- A vibrant Alumni has also contributed in this regard. **The feedback obtained from alumni** can be discussed at length by each department of the College which will deliberate an effective SWOC analysis. Feedback obtained from students through the mentoring scheme is analyzed by the IQAC and suitable action is taken.

- **Informal feedback obtained from parents and employers** is analyzed. All these measures ensure continuous review of the teaching learning process.

- **Feedback from the staff** is obtained during the regularly held (monthly) staff meetings.
  Weblinks :
  1) http://gcascs.ac.in/staffmeetings/Minutes%20of%20Staff%20Meeting%2003.05.2018
  2) http://gcascs.ac.in/staffmeetings/Minutes%20of%20Staff%20Meeting%2028.06.2018

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
Arts	522	564	564
Science	240	309	309
Commerce	240	332	332

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-2018	Arts - 564	---	78	---	---
	Science – 309				
	Commerce – 332				

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT (LMS, e-Resources)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
78	78	Laptops, LCD Projectors and Screens.	Laptop and LCD projector are carried by individual teacher in the Classroom	Nil	Usage of Audio-visuals, Power point presentations and live You Tube streaming, Nlist INFLIBNET, Shodhganga, e-granthalaya

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

The college caters to students of diverse backgrounds. Financial help in the form of freeships and scholarships are available to needy students. The services of a counsellor is available for three days of the week and a large number of students avail of this service. Students are encouraged to participate in co-curricular and extra-curricular events, games and sports conducted in the state. A very large number of students excel in these activities. Leadership among students is inculcated by the Students' Council which is a body of students. There is student representation in all statutory bodies like Anti-ragging Cell and Internal

Complaints Committee as per Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

The mentoring scheme introduced by the College, ensures greater personal contact between staff and students. 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. Individual teachers collect background information of students allotted to them. The teachers also counsel them based on their specific needs. Record of the mentoring sessions is maintained by the teachers. Any issue to be resolved is taken up at the appropriate levels.

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 to do 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 viewpoints. This further built a good rapport and a strong bonding between the mentor teacher and the students which created a conducive environment for the teacher as well as the 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 college consistently attains very good results at the University examinations. Interaction of the mentoring teachers with the students as well as their parents has enabled them to obtain a genuine feedback about the strengths and weaknesses of the College. This feedback formed an important component at the discussions to formulate the SWOC analysis. A vibrant Alumni has also contributed in this regard. The feedback thus obtained was discussed at length by each department of the College for submitting the departmental inputs. The departmental inputs in turn were discussed and deliberated for an effective SWOC analysis.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1205	78	1:15

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
01 - Principal 43 – Assistant Professors 34 – Associate Professors	41– Assistant Professors 31 – Associate Professors	01 – Principal 01 – Librarian 01– Assistant Professor 03 – Associate Professors	01 – Principal 01 - Librarian 01– Assistant Professor 01- Associate Professor	14

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
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2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.A./B.Sc. /B.Com.	---	Semester I, III 2017	03/11/2017	12/12/2017
B.A./B.Sc. /B.Com.	---	Semester V, VI 2017	05/12/2018	December 2017
B.A./B.Sc. /B.Com.	---	Semester II, IV 2018	27/04/2018	14/05/2018
B.A./B.Sc. /B.Com.	---	Semester V, VI 2018	23/05/2018	June 2018
B.A./B.Sc. /B.Com.	---	Semester I, II, III, IV Special Examination 2018	12/06/2018	18/06/2018

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

a) The Schedule of Continuous Internal Evaluation (CIE) are communicated to the teachers and students at the beginning of the Semester/academic year.

b) Centralised time-table is uploaded on the College Website and displayed on College Notice boards, one week before the Examination.

c) The Question papers are set by the Internal Faculty members, which is scrutinised by HOD/Senior faculty

d) The answer books and marks are shown to the students by the teachers to ensure transparency.

e) The Students are encouraged to improve their performance in future by counselling. Nearly 20 students are entrusted to each faculty members to be mentors.

f) The Students are made aware of the evaluation process through orientation at the beginning of the academic year.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Yes.

Based on the academic calendar received from the Goa University which is framed based on the inputs received by the Goa University from the representatives of the Principals' Forum, the College draws its own academic calendar by taking into consideration the local festivals. The academic calendar incorporates the local holidays and is duly approved by the Controlling Office i.e. the Directorate of Higher Education, Government of Goa.

The academic calendar is strictly adhered to with reference to conduct of examination, number of teaching days as mandated by the UGC and other related matters. The monthly meetings are used effectively to take stock of the adherence to the academic calendar from time to time and take remedial/corrected measures if required.

The teachers adhere to the teaching plan through regular maintenance of the Teacher's Diary and its timely submission to the College Authorities for verification and counter signature.

The Students' Council is a partner in chalking out the academic calendar and is responsible for adhering to the same for effective learning.

The Examination Committee is tasked with the responsibility of drawing out the time table of internal examinations including intra-semester assessment and its implementation.

The entire system of examination is transparent and time-bound.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes

for all programs offered by the institution are stated and displayed in website of the institution

Course outcomes for the programmes offered by the institution are stated and displayed in the website of the institution.

Weblink : http://gcascs.ac.in/students/Course%20Outcomes%20B.A.,B.Sc.,B.Com.pdf

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
---	Arts	154	130	84.41%
---	Science	83	70	84.33%
---	Commerce	83	61	73.49%

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

The work of obtaining the SSS is in progress.

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	---	---	---	---
Minor Projects	---	---	---	---
Interdisciplinary Projects	---	---	---	---
Industry sponsored Projects	---	---	---	---
Projects sponsored by the University/ College	---	---	---	---

Students Research Projects (other than compulsory by the College)	---	---	---	---
International Projects	---	---	---	---
Any other(Specify)	---	---	---	---
Total	---	---	---	---

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights **(IPR)** and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Workshop on 'Free and Open Source Geo-Spatial Technologies and Their Applications	Department of Geography	---
Workshop on 'Konkani Wikipedia	Library and Department of Konkani	17/03/2018, 06/04/2018
Workshops (05) on 'Handwriting Skills	Department of Hindi	14,16,23/09/2018, 07,04/10/2018
Workshops (02) on 'Power Point Presentation : Sampreshan Ka Prabhavi Madhyam'	Department of Hindi	03,07/04/2018
Workshop 'Theatre'	Department of Marathi	01-10/11/2017

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
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3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
---	---	---

Name of the Start-up	Nature of Start-up	Date of commencement
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3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards		
State	**National**	**International**
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3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center)*

Name of the Department	**No. of Ph. Ds Awarded**
Not applicable	Not applicable

3.3.3 Research Publications in the Journals notified on UGC website during the year

	Department	**No. of Publication**	**Average Impact Factor, if any**
National	---	---	---
International	---	---	---

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/ International Conference Proceedings per Teacher during the year

Department	**No. of publication**
English	01
Commerce	02

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
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3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
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3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	**International level**	**National level**	**State level**	**Local level**
Attended	Conference - 04	Seminar - 05	Seminar -18	Seminar - 02

Seminars/ Workshops		Conference – 07 Workshop - 05 Noble Dialogue - 03	Conference - 4 Workshop – 25 Science Film Festival of India -01 Orientation Programme – 02	Workshop -02 FDP – 04
Presented papers	Conference – 04 Workshop - 01	Conference -03	Seminar - 02	---
Resource Persons	---	Refresher Course – 2	Seminar - 02	Seminar - 03

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students 19articipate in such activities
Blood Donation Camp	Goa Medical College	05	44 students
Distribution of Physical aids to people below poverty lines	Primary Health Centre Sanquelim	01	10 students
Awareness Programme on Government Schemes for CRPs and BRPs	Government College, Sanquelim and Goa Institute of Public Administration and Rural Development	01	31 members of general public
Programme on 'Malnutrition, Anaemia and Alcoholism'	Government College, Sanquelim and Goa Institute of Public Administration and Rural Development	01	65 Anganwadi workers
Basic Training Programme for SHG under NRLM Streeshakti	Government College, Sanquelim and Goa Institute of Public Administration and Rural Development	01	40 members of Self Help Groups from Sanquelim
Distribution of Paper bags	---	05	230 students
Ms. Minoshka Maria D'Souza	Directorate of Higher	01	15

mentored students for CSIR NET Examination in Mathematical Sciences	Education, Porvorim		
National Deworming Day and Mop-Up Day	Medical Services Cell in association with Primary Health Centre, Sanquelim	01	900 members of general public
Seminar on 'Awareness of Organ Donation'	Value Education Cell in collaboration with Goa Institute of Management, Sanquelim and Confederation of Indian Industries and Young India	01	137
Orientation Programme on the occasion of Swami Vivekanand's Birth Anniversary	Value Education Cell in collaboration with JCI, Sanquelim	01	94
Mr. Nilesh Natekar & Mr. Avinash Patil – Extended services in developing a software for the Directorate of Higher Education	Directorate of Higher Education, Government of Goa	---	---
Ms. Shubha Kamat extended services as co-ordinator for Non-formal Education Centre for Sanskrit	Rashtriya Sanskrit Sansthan, New Delhi	01	---

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
---	---	---	---

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating	Name of the activity	Number of teachers coordinated such	Number of students participated in

	agency		activities	such activities
Swachh Bharat Abhiyaan	NSS Unit	Cleanliness drive in the Campus and in Sanquelim	05	190
Gender Champions	S. S. Dempo College of Commerce and Economics, Cujira	State Level Training Workshop	---	02
One Billion Rising Campaign	Goa University	Difficult Dialogues Programme	---	02

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the Year

Nature of Activity	Participant	Source of financial support	Duration
Dr. Soniya Sirsat delivered Lectures on 'Anuvad' for PG students of Parvatibai Chowgule College, Margao	25	---	July to October, 2017

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
---	---	---	---	---

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
---	---	---	---

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
Plan : 13,50,000/-	Plan : 10,92,689/-
Capital : 2,42,00,000/-	Capital : 2,42,00,000/-

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	75000 sq.mts.	Nil
Class rooms	26	Nil
Laboratories	17	Nil
Seminar Halls	02	Nil
Classrooms with LCD facilities	Nil	Nil
Classrooms with Wi-Fi/ LAN	Nil	Nil
Seminar halls with ICT facilities	02	Nil
Video Centre	Nil	Nil
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	27	38
Value of the equipment purchased during the year (Rs. in Lakhs)	1727248	657215
Others	2569581	Nil

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
E-Granthalay	Fully automated	3.0	2015

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11006	2426402	603	417498		
Reference Books	12766	2723266	416	226002		
e-Books	Nlist INFLIB NET	11425/-	Nlist INFLIBNET	5900/-	Nlist INFLIBNET	17325/-
Journals	55	133269.79/-	02	3360/-	57	136629.79/-

e-Journals	Nlist INFLIB NET	11425/-	Nlist INFLIBN ET	5900/-	Nlist INFLIBNET	17325/-
Digital Database	E-Granthal ay	---	E-Granthala y	---	E-Granthalay	---
CD and Video	405	---	15	---	420	---
Library automation	Fully automate d (Version 3.0)	---	Fully automate d (Version 3.0)	---	Fully automated (Version 3.0)	---
Weeding (Hard and Soft)	Nil	---	825	----	825	----
Others (specify) Bound Journals	455	20,000/-	30	4,000/-	485	24000/-

4.3 IT Infrastructure

4.3.1 Technology Up gradation (overall)

	Total Computers	Compu ter Labs	Internet	Browsing Centres	Computer Centres	Office	Depart ments	Available band width (MGBPS)	Oth ers
Existing	42 Computers 25 Laptops	36	GBBN Connectivit y	GBBN Connectiv ity	Nil	05	17	2 MBPS	09
Added	Nil	Nil	Nil	Nil	Nil	01	Nil	Nil	Nil
Total	42 Computers 25 Laptops	36	GBBN Connectivit y	GBBN Connectiv ity	Nil	06	17	2 MBPS	09

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

2 MBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
---	---

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives and institutional (Learning Management System (LMS) etc.

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e – content
Mr. Avinash Patil	Python	GitHub.Com	July 2018

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
877989/-	3480000/-	2,00,000/-	190500/-

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc. *(maximum 500 words)*

Information pertaining to procedures and policies for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc. is uploaded on the College Website.

Weblink :

http://gcascs.ac.in/iqac/AQAR%20Related%20Documents/Procedures%20and%20polici es%20for%20maintaining%20and%20utilizing%20physical,%20academic%20and%20s upport%20facilities.pdf

Procedure : The college receives funds from the Government of Goa as part of its annual budget allocation. Being a Government institution, there is limited scope to secure additional funding from outside sources. However, as and when required additional funds are allocated by the Government. The College has Purchase Committee in place. Proposals for purchases of various items are verified and approved by the said Committee. After seeking approval of the said committee, all expenses are made by following necessary codal formalities as required by the Government Institution, with prior approval of the Directorate of Higher Education. The codal formalities would include e-tendering, inviting quotations etc.

Policies :

- Plan of activities is prepared at the beginning of the academic year and expenditure is budgeted based on the funds collected through fees from the students and the grants received from the State Government.
- Use of funds is decided/planned by the working committee concerned, after checking the position of funds available.
- Monitoring is done by the Accountant/ Standing Accounts Committee and the Principal.
- Monthly expenditure statement is prepared and submitted to the Head Office (DHE) by the 2nd/3rd of each month
- Cash book is maintained by the College cashier.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Student Aid Fund	18	54,000/-
Financial support from other sources			
a) National	Post Metric Scholarship for ST Students	24	6,94,640/-
b) International	---	---	---

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Personal Counseling	September 2011	---	---
Mentoring	2016-2017	1208	---

5.1.3 Students benefited by guidance for competitive examinations and career Counseling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counseling activities	Number of students who have passed in the competitive exam	Number of students placed
---	---	---	---	---	---

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
Nil	Nil	Not applicable

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
---	---	---	---	---	---

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-18	11	B.A.	Hindi	Government College of Arts, Science and Commerce,	M.A. in Hindi (11)

			Sanquelim, Goa	
15	B.A.	Economics	Government College of Arts, Science and Commerce, Sanquelim, Goa Goa University	M.A. in Economics (11) M.A. in Economics (03) B.Lib (01)
04	B.Sc.	Computer Science	Goa University	M.C.A. (04)
03	B.Sc.	Bio-technology	Goa University Other University	M.Sc. Bio-technology (02) M.Sc. (01)
08	B.Sc.	Zoology	Goa University Other University	M.Sc. Micro biology (01) M.Sc. Marine Science (02) M.Sc. Zoology (04) M.Sc. (01)
19	B.Sc.	Chemistry	Goa University	M.Sc. Chemistry (19)
02	B.Sc.	Physics	Goa University	M.Sc. Physics (01)
06	B.A.	Marathi	Goa University	M.A. Marathi (03) B.Ed. (02) B.Lib. (01)

03	B.A.	English	Goa University	M.A. English (02) B.Ed. (01)
05	B.A.	History	Goa University	M.A. History (03) B.Ed. (01)
			Other University	M.A. (01)
02	B.A.	Geography	Goa University	M.A. (02)
03	B.A.	Konkani	Goa University	B.P.Ed. (01) B.Lib (02)
13	B.Com	Accounting	Goa University	M.Com. Accounting (03)
			Other University	M.Com. Accounting (04)
		Costing	Goa University	M.Com. Costing (02) B.Lib. (01)
		Business Management	Goa University	M.Com. Business Management (02)
			Other University	M.B.A. (01)

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	---	---
SET	01	774144
SLET	---	---
GATE	---	---
GMAT	---	---
CAT	---	---
GRE	---	---

TOFEL	---	---
Civil Services	---	---
State Government Services	---	---
Any Other	---	---

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Patriotic Song Singing Competition	Inter-Class	90
Ghumat Aarti Competition	Inter-Class	84
Solo Singing Competition	Inter-Class	15
Traditional Day	Institution Level	20
Traditional Occupation Day	Institution Level	08
Mythological Day	Institution Level	27
Halloween Day	Institution Level	41
Poster Making	Inter-Class	06
Rangoli Competition	Inter-Class	16
Nail Art Competition	Inter-Class	28
Food Bite	Inter-Class	28
Best Out of Waste	Inter-Class	20
Folk Dance	Inter-Class	176
Actor for You	Inter-Class	64
Group Dance Competiton	Inter-Class	80
Mimic a Music Band	Inter-Class	96
Just a Minute	Inter-Class	09
Fashion Show	Inter-Class	224
Fusion Dance	Inter-Class	96
Rangoli Competition	Institution Level	06
Konkani Wikipedia workshop at Government College, Sanquelim (6/4/2018)	Institution Level	---
Career guidance session on "Emerging opportunities in Library and Information Science in College on	Institution Level	---

16/3/2018		
Paper Presentation Competition – 'Recent Budget (2018-19) : An Analysis'	Institution Level	---
Paper Presentation Competition – 'Demonetization in India'	Institution Level	---
Wall Paper Competition	Institution Level	---
Talk – 'Basic Concept in Bio Inorganic Chemistry' by Dr. Amit Vernekar, BITS Pilani, Hyderabad	Institution Level	---
Workshop on Personality Development by Pravin Sabnis	Institution Level	---
Event – 'TALENTS 2018'	Institution Level	---
Workshop 'Creating Digital Presentation'	Institution Level	---
Launched Photography Club, Movie Club and Talent Club	Institution Level	---
Photography Contest and Photography Workshop	Institution Level	---
Hindi Laghu Katha Lekhan Pratiyogita	Institution Level	48
Hindi Samvad Lekhan Pratiyogita	Institution Level	40
Hindi Patkatha Lekhan Pratiyogita	Institution Level	43
Short Story Translation Competition	Institutional Level	---
Poetry Recitation Competition	Institution Level	---
Konkai Short Story Review writing competition	Institution Level	---
Box Theatre Play	Institution Level	---

	Institution Level	---
Lecture – 'Vyaktimatv Vikas'-Dr. Hanumant Bhupale	Institution Level	---
Essay Writing Competition	Institution Level	---
Natyavachan Spardha	Institution Level	---
Lecture – Vinay Bapat	Institution Level	---
Kavyavachan Spardha	Institution Level	---
Lecture – 'Constitution of India and its importance'	Institution Level	---
Elocution Competition – '70 years of Indian Independence'	Institution Level	---
Talk – 'Mutual Funds and its investment benefits'	Institution Level	---
ECO-EXHIBITS	Institution Level	---
Talk – 'Imported Goods in India'	Institution Level	---

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2017-18	1st Place	National	Softball	---	---	Vanita Bhandari
	3rd Place	National	Langadi	---	---	Viraj Gaonkar, Mangeshkumar Mukhiya, Rakshita Gawande, Akash Parab

5.3.2 Activity of Student Council and representation of students on academic and

administrative bodies/committees of the institution (maximum 500 words)

Installation of Students' Council for the academic year 2017-18 was held on 31st July, 2017.

Members of Students' Council

General Secretary : Akshay Gaonkar

Cultural Secretary : Apeksha Rane

Sports Secretary : Jaywant Bhosale

Ladies Representative : Prachi Varak

Class Representatives

Bhrupali Naik, Prajyot Mhapsekar, Arjun Parab, Aditya Samant, Pavan Bhat, Darryl Fernandes, Manisha Malik, Mangeshkumar Mukhiya, Naraya Dalvi, Pooja Fatarpekar, Bhiva Narvekar, Priyanka Gawas, Viraj Gaonkar, Ajay Gawas, Reena Gawade, Nikita Gawas, Anisha Kudaskar

The Council organized Patriotic Singing Competition, Ghumat Aarti Competition, Solo Singing Competition and Poster Competition on the topic, 'Ek Bharat, Sreshtha Bharat'. The Council fun week and College Mela "Tarang 2017" in the month of December 2017. The Students' Welfare Committee organized a two-a-side 'Mixed Tie-Breaker Football' tournament for College students on 01/03/2018

The Students participated in the following events :

- Juhi Saglani and Bhikaji Gaonkar participated in Leadership Training Programme organized by Vasantrao Dempo Education and Research Foundation and Forum of Free Enterprise, Mumbai on 6-7/12/2017.
- 'Jigyasa' event organised by Akademica, Mumbai on 3-4/01/2018.
- 'Arena 2018' organised by St. Xaviers' College, Mapusa on 10/01/2018.
- 'EBULLIENCE 2.0' event organised by Dhempe College of Arts and Science, Miramar on 24/02/2018.
- Vaikunth Nayak, Shivani Naik and Apurva Unkalkar were Runners up in Green Ray Quiz Competition organised by St. Xavier's College, Mapusa.
- The members of the Students' Council are given due representation in the Canteen Control Committee and in the Internal Complaints Committee.
- Two students are declared as Gender Champions in the College. They work under the Supervision of the teacher in charge, Ms. Minoshka D'Souza in attending to various gender related issues.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

Yes.

The college was established in June 1988 as a pilot project of the Government of Goa with the aim of bringing quality higher education to the youth from the hinterlands of Goa. During the years of its existence, the college has produced and continues to produce some of the finest graduates in Goa.

The Alumni Association of the College is registered under Societies Act on 13th June, 2016.

The Alumni Meet was held on 13th June, 2016 in the College campus. Around 250 alumni attended the Meet. Database of the ex-students was created. The alumni of the college are well established persons in a variety of fields like academics, industry, civil administration and politics.

Some of our ex-students are entrepreneurs and have given job opportunities to the students from our College after graduation. Many are working in government 33rganized333333s and non-government 33rganized333333s holding high positions. 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.

The College has a page on the website through which the former faculty and alumni are kept in touch. Contacts are also established through facebook page of the College. Efforts are made to include alumni in the IQAC. Mr. Sachin Karpe, an alumnus of the College and a successful financial planner has been included in the IQAC. He has suggested improvements in the curriculum of the Commerce stream and suitable projects which the students can undertake. Teachers who are members of the BOS would take up these suggestions at appropriate levels. The successful alumni of the College are invited as Chief Guests and Guests of Honour for important functions.

The Alumni Association regularly carries out development activities in the College. They have undertaken to maintain the garden initially developed by the College girls NCC Unit.

Informal feedback is obtained through Alumni Association and local employers. A

vibrant Alumni has also contributed in this regard. The feedback thus obtained was discussed at length by each department of the College for submitting the departmental inputs. Suggestions are sought and implemented wherever possible through the interaction with the members of Alumni Cell to have a perception on the overall performance and quality of the institution.

5.3.2 No. of enrolled Alumni: **316**

5.3.3 Alumni contribution during the year (in Rupees) : **18,500/-**

5.3.4 Meetings/activities organized by Alumni Association :

- Mr.Geereish Bailudkar, ex-student of the college, currently designated as Range Forest Officer, of Keri, Sattari Range helped in conducting tree plantation programme in the college campus and distributed saplings to the staff and students of the college.
- Mr. Geereish Bailudkar gave a talk on 'career guidance' to the T.Y.B.Sc. students.
- Ex-students (1992-1993 batch) helped in developing garden in the college, maintained by NCC unit of the college.
- Mr. Prashant Bhosle awarded cash prize to the student who topped in Commerce at the University exam.
- Meeting of the Alumni with NAAC team was arranged during NAAC accreditation.

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college delegates authority and provides operational autonomy to the departments / units of the institution and works towards **decentralized governance system**.

- At the start of the academic year, or at the end of the previous academic year, various working committees are constituted to carry on the various academic and administrative functions of the College. The College has Statutory Committees, Standing Committees, Advisory Committees, Monitoring Committees, Temporary (occasion-related) committees, Executive Committees for the various Clubs and Associations of the College. Each of these Committees has a Convenor, Jt. Convenor and Members. Once these committees are appointed, they enjoy full operational autonomy. Besides Committees, certain teachers are appointed as "In-charges" of certain works who work

independently on the task assigned to them.

- Heads of Departments – have full operational autonomy. Department timetable, distribution of teaching work is decided at the departmental level. The Accounts department of the college headed by the Accountant functions independently.

The Management of the College is the Government of Goa and runs the College through the Directorate of Higher Education. The day to day administration of the College, Internal Policy, and Internal Quality Control/Enhancement are looked after by the Principal and Staff of the College. The Management respects the need for autonomy of the institution in teaching – learning and facilitates efficiency by providing all the necessary moral, financial and infrastructural support. The IQAC performs the task of defining the Quality Policy of the College. The College runs based on the policy of **Participatory Management**. Hence, feedback from other members of the Staff and Students is continuously obtained through Meetings/Discussions. This feedback is then woven into the general policies and plans of the College.

The top management of the college i.e. the Directorate of Higher Education is headed by the Director of Higher Education who reports to the Secretary, Higher Education and the Minister for Higher Education. The Directorate pro-actively encourages academic leadership by a system of maximum empowerment. The Heads of Departments have the freedom to make their department schedule, allotting courses to teachers based on their qualification and experience. Faculty members frame their own teaching plans. The details of lectures and practicals engaged during the academic year are recorded and submitted in the Annual Confidential report for review by the management. The review of the temporary staff in each department is done by the respective head of Department.

All academic departments, working committees, student bodies and administrative staff are given sufficient opportunity to devise their work plans and strategies for implementation. The Heads of Departments and Convenors of Working Committees are fully accountable and responsible for the work assigned to them.

- The Principal provides encouragement and is receptive to ideas that genuinely make a difference.
- Energies are focused towards building and maintaining a good work environment and creating systems.
- The focus is on Action and Results keeping in mind the interests of the learners.

- Efficiency, drive, knowledge and the right attitude are given priority over seniority, age, etc.
- Persons playing leadership roles are encouraged to remain easily accessible in order to keep their finger on the pulse of the stakeholders constantly.
- Persons are expected to do all kinds of work pertaining to their niche committee so that they gain insight and experience into the intricacies of the work involved. This stands them in good stead when they become leaders since they know all aspects of the work.
- Spotting talents and abilities in people and providing opportunities for them to exhibit their work is the forte of this college
- By not settling for mediocrity, the College motivates people to push the envelope further for even seemingly small tasks that challenge the doer and brings out the best in them.

The College has a very high degree of participative management at all levels and works towards promoting this culture. Decisions are taken through consultation, discussion and consensus. Working Committees, Monitoring Committees and Advisory Committees have been appointed/constituted and teachers work in them, either as convenors or members. Micro-management of the college affairs is through these working committees of the College. Work is carried out in a spirit of co-operation. The administrative staff has also been made aware of their duties and responsibilities. Work is distributed evenly and duties/responsibilities are shared during emergencies. Free and direct access and an open door policy encourages the staff and students, at all levels, to voice their suggestions and ideas directly to the Principal whenever required.

6.1.2 Does the institution have a Management Information System ?

Yes.

From the academic year 2018-2019, the College has started using Management Information System named, 'Qfix' developed by Qfixincomm Private Limited and provided by HDFC Smart Hub Education.

It is a digital platform that enables comprehensive e-communication, mobile based communication between the School, parents and students. It helps in recording student profile, dissemination of information such as examination performance, attendance, notices, alerts etc. It provides online fee payment gateway for ease and convenience. It helps teachers to maintain e-diary, calendar, time-table thus effective management of resources and real time communication with the students. The Qfix provide seamless

and two way communication among all the stake holders i.e. management, teachers, students and the parents with student centric approach.

Currently the only feature used effectively is the digital payment and the successful implementation of online collection of fee. From the academic year 2019-2020, all the features of 'Qfix' will be fully functional and thus will provide complete solution for Management Information System.

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

❖ Curriculum Development :

Strategy : 1. To encourage and support the participation of faculty members in training programs like refresher courses, summer/winter schools etc.

2. To motivate Faculty members to attend the workshops, seminars, conferences and Faculty Improvement Programs (FIP)., at state, national and international level.

3. To motivate Faculty members to involve themselves in research work.

4. To organize Faculty Training programmes to empower and enable the use of various tools and technology for improved teaching-learning, in handling new curriculum, in assessment and in the development of Teaching learning material.

Outcome : Teachers and students will be the main beneficiaries. The employers also stand to gain through the creation of a skilled and professional workforce among the graduates and post-graduates.

❖ Teaching and Learning

Strategy : To constantly upgrade the knowledge of the teacher which in turn will benefit the learners directly. Exposure to institutions of repute is expected to raise the standards of teaching and learning in the institution. In order to enhance the quality of teaching the College has been organising :

i. Faculty Improvement Programmes by inviting experts to conduct workshops and talks. The staff members are deputed for various workshops/training sessions organised by other institutions.

ii. Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning, in handling new curriculum, in Assessment and in the development of teaching- learning material.

iii. Faculty will be trained in new approaches to the teaching-learning process and will be encouraged to adopt methods that are student centric.

iv. The parent department, Directorate of Higher Education has the policies in place for the grant of following types of leaves for recharging teachers

Outcome : Teachers and students will be the main beneficiaries. The employers also stand to gain through the creation of a skilled and professional workforce among the graduates and post-graduates. The initiatives that are proposed to be undertaken

are expected to fortify the learning outcomes of the students. The vision of the institution is to create a band of confident young people ready to take on the challenges in their chosen profession and in their social lives.

❖ **Examination and Evaluation**

Strategy : The tasks related to examination and evaluation are taken very seriously by all concerned in the College. Each department of the college and the IQAC analyze 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.

Outcome : Quality of Graduating students will be enhanced which in turn will suitably cater to the needs of the job market.

❖ **Research and Development**

Strategy : 1. To provide avenues for pursuit of higher education and research. To explore new areas and to suggest logical solutions to the community in which the institution in located.

2. The research center has been planned to increase the research output and create a research culture exposing the students to a research mindset. Consultancy services emanating from a strong research background shall be provided to the government in the first place and extended to other entities on request. Major and minor research projects will be undertaken.

Outcome : The benefits will accrue to the institution and to the society at large.

❖ **Library, ICT and Physical Infrastructure / Instrumentation**

Strategy : To make a judicious use of technology and harnessing its full potential in the teaching learning process. Smart Classrooms, Wi-Fi, Laptops etc. to be made available and training to be imparted to enable the faculty to use these tools effectively.

Outcome : It is expected to benefit the teaching and the student communities by enhancing the overall efficiency of the delivery process of the courses.

❖ **Human Resource Management**

Strategy : Care is taken to ensure that quality staff is appointed. The Staff of the college are encouraged to improve their academic skills by attending and participating in seminars, conferences etc. As and when necessary, they are sent for Refresher and orientation programmes of the University. Faculty Enrichment Programmes are conducted.

Staff Welfare Committee conducts recreational activities for the staff which ensures healthy interpersonal relations. Teachers are felicitated for academic achievements. Duty Leaves are sanctioned for attending Seminars/Workshops/Conferences/Orientation Courses/ Refresher Courses

Outcome : A well managed human resource contributes in raising the quality of higher education. All stakeholders are benefitted to a large extent.

❖ **Industry Interaction / Collaboration**

Strategy : To further strengthen the linkages that are already established with industry through different programs and internships. To encourage Industrial visits by every department wherever relevant. The representatives from the industry are involved in decision making at various levels. Experts from the industry visit the institution as visiting faculty.

Outcome : The students will get a vital link between theory and everyday practice. A robust implementation of the undergraduate and post graduate courses interspersed with skill based short term certificate courses, vibrant internship programmes and value based education will enable the students to hone their skills that are valued in the employment market. It shall be the endeavor of the institution to produce a graduate plus/ post graduate plus and contribute to the societal wealth in human resources.

❖ Admission of Students

Strategy : The college offers basic graduation degree in the faculties of Arts, Science and Commerce. 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. The students are counselled during admission on the selection of courses depending on their capabilities.

Outcome : Over the years the college has augmented its intake capacity based on increased demand and available infrastructure. Almost 65% are lady students which emphasizes the fact that the college is playing a major role in women empowerment through education.

6.2.2 : Implementation of e-governance in areas of operations:

❖ Planning and Development

Strategy : To strengthen the various components of the existing infrastructure for conducting academic and allied activities in the campus.

Outcome : The students with a rural background will greatly benefit from the process of strengthening the existing infrastructure. In particular the disadvantaged sections stand to benefit from this investment.

❖ Administration

Strategy : The day to day administration of the College, Internal Policy, and Internal Quality Control/Enhancement are looked after by the Principal and Staff of the College. The Management respects the need for autonomy of the institution in teaching – learning and facilitates efficiency by providing all the necessary moral, financial and infrastructural support. Maximize use of digital technology in teaching and administration.

Outcome : This strategy will go a long way in creating a blueprint for the use of digital technology to support administration and teaching

❖ Finance and Accounts

Strategy : Making availability of funds to enhance facilities for the students. Funds are released to the investigator in time. The funds are 39rganize based on the allocation done by the Government. Sufficient funds are available centrally for maintenance and upkeep of the College infrastructure in line with the

recommendations of the committees concerned. Purchases for IT related items are made from 40rganized4040 funds provided by Government of Goa as per the recommendations of the Purchase Committee/Digital Equipment Maintenance Committee.

Outcome : Activities conducted with the help of these funds will help the students in their overall development.

❖ Student Admission and Support

Strategy : The college publishes its Prospectus every year, which has details about courses offered, fee structure, rules and regulations, academic calendar etc. The college caters to students of diverse backgrounds. Financial help in the form of freeships and scholarships are available to needy students. Virtually every financial aid scheme of the Government is given due publicity among students and there is a committee which facilitates application process. A number of staff members have also floated scholarship schemes to help students. Services of a 40rganized40 is available for three days of the week and a number of students avail of this service. Students are encouraged to participate in co-curricular and extra-curricular events, games and sports conducted in the state. A very large number of students excel in these activities. Leadership among students is inculcated by the Students' Council which is a body of students. There is student representation in all statutory bodies like anti-ragging cell and Internal Complaints Committee as per Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. There is a mentoring scheme in place, which ensures greater personal contact between staff and students. The college consistently attains very good results at the University examinations. The college Alumni Association is a registered body and is quite active.

Outcome : Academically well nurtured student certainly proves to be an asset wherever he/she goes. The Society is also benefitted in the process.

❖ Examination

Strategy :

- The examination data is uploaded to the College Website ensuring transparency of the process.
- Evaluation/Examination pattern is explained to the students during the orientation session conducted at the beginning of the first semester.
- Examination Committee of the College monitors every staff members concerned with evaluation process. Specific guidelines are given for invigilation, paper setting, assigning of marks, submission of assessed answer books and mark list.
- User friendly mechanism of collection and submission of answer books is introduced.
- Examination Supervision is made more effective by modifying the Supervision forms.
- Seating arrangement has been modified to minimize the work of actually writing numbers on the desk everyday, thus, ensuring more efficient use of manpower.
- To train students for professional examinations such as CA, ICWA, MBA, civil

services, bank examination etc.
- The College has an Examination Grievance Redressal Committee which addresses all the examination related grievances of the students.

Outcome : A transparent system leads to strengthening the confidence of the stakeholders in the examination process.

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017 -18	Dr. Suphala Pujari	International Conference on Innovations in Biological and Chemical Sciences (ICIBSC-2017) at Dhanaji Nana Mahavidyala, Faizpur. (TA/DA and registration fees) and 5th Bharatiya Vigyan Sammelan and Expo 2015 held at Fergussen College, Pune.(Registration fees only)	---	10,457/-
2017 -18	Dr. Lucy James	1.Humanities across Cultures. 2.Contemporary and Modern trends in English Literature and Language. 3.Technotales:A Digital story telling workshop	---	Total – Rs. 28,413/-

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development	Title of the administrative training	Dates (from-to)	No. of participants (Teaching staff)	No. of parti

programme 42rganized for teaching staff	programme 42rganized for non-teaching staff			cipants (Non-teaching staff)
FIP – 'Passion for teaching'	---	05/09/2018	---	---
Workshop, 'Free and Open Source Geo-Spatial Technologies and their Applications'	---	24/04/2018	Teachers from the Department of Botany, Zoology, Physics, History, Konkani, Geography and Geology	---

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Course on 'Python and Flask Framework'	02	---
Master Class Series – Talk on 'Is Mathematics a Language of Science ?'	10	---
Talk – Noble Laureate Summit Dr. Vijay Raghavan on 'Science and Education in transforming India'	01	10/01/2018
Master Class Series – Talk on 'Transforming Teachers – a critical need for this century' – Dr. Pathak, IIT, Mumbai	10	10/02/2018
Event 'SciPy' organized by IIT, Mumbaii to promote use of Python Programming Language for Science and Engineering experiments	01	30/11-01/12/2017
Programme – 'Access to Success for persons with disability', Goa University	01	01/03/2018
Event -- 'Nobel Dialogue in the Noble Prize Series, India 2018' organized by Department of Biotechnology, Government of India and Department of Science and Technology, Government of Goa	01	02/02/2018

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	**Fulltime**	**Permanent**	**Fulltime/temporary**
04	74	Nil	Nil

6.3.5 Welfare schemes for

Teaching	TA/DA, Registration fees of the Seminars/Conferences, LTC facility, Advances and all other perks as admissible to State Government Employees. All the welfare measures and leave facilities as admissible.
Non teaching	TA/DA, LTC facility, Advances and all other perks as admissible to State Government Employees. All the welfare measures and leave facilities as admissible.Training programmes on ICT and other skills are conducted for non-teaching staff
Students	The welfare schemes made available to students by the institution are : • The College houses a well equipped spacious canteen catering to the needs of the students. • In case of any emergency, Emergency Medical services are available at Primary Health Centre, Sankhali which is just 200 mts. away from the College campus. • Bus services are available to students for participation in various intercollegiate cultural and sports events within the state. Bus services are also provided for field trips and education/industrial trips of various departments. • The College houses a spacious library with a large sitting capacity. Various books and journals of subjects taught in the College are available to students for issue on library cards. Encyclopaedias, dictionaries, project reports and general books on competitive exams are also available for students for reference. Free internet facility and photocopying at concessional rates is available to students and staff. • A counsellor is available three days a week for the students to address any emotional or psychological issues. • The College has a mentoring scheme which takes care of most of the issues of the student. • Merit scholarships are given to students securing more than 60% marks. The top ranker gets 100% of tuition fees reimbursed and the second and third

rankers get 90% and 80% of the tuition fees reimbursed respectively.

- Student's Aid Fund is available to economically weaker students with parents' annual income less than two lakhs. Maximum amount payable under this fund is Rs. 3000/ per annum.
- Post Matric Scholarships to SC/ST/OBC students are also provided.
- For ST girl students, scholarship is provided under 'Gagan Bharari Shiksha Yojana'.
- Tuition fees and library fees are waived for SC/ST students.
- No fees are collected from students who are orphans.
- In addition, there are various awards instituted by the teachers of the College in various departments. The details are mentioned in the College Prospectus.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)

- Internal Financial Audit is conducted on regular basis by verifying the expenses incurred by different hands and recorded in different registers maintained for the said purpose.
- External Financial Audit is conducted by the Audit Section of Directorate of Accounts, Panaji, Goa

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Nil	Nil	--

6.4.2 Total corpus fund generated : Nil

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Dates to be communicated by the Directorate of Higher Education	No	Dates to be communicated by the Directorate of Higher

				Education
Administrati ve	No	Dates to be communicated by the Directorate of Higher Education	No	Dates to be communicat ed by the Directorate of Higher Education

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

The College has decided to form a Parent-Teacher Association shortly.

6.5.3 Development programmes for support staff (at least three)

Training will be imparted to the support staff in the following areas:

- Basic Computer Skills
- Accounting Software
- Work Ethics
- Fire Safety
- First Aid etc.

6.5.4 Post Accreditation initiative(s) (mention at least three)

6.5.5

a. Submission of Data for AISHE portal : Yes

b. Participation in NIRF : Yes

c. ISO Certification : No

d. NBA or any other quality audit : Dates to be communicated by the Directorate of Higher Education

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to----)	Number of participants
2017-	IQAC initiated Online Feedback System which includes online submission of the feedback by the students of the courses completed, forwarding the analysed feedback by the IQAC to the faculty for necessary action and onward submission of ATR by the faculty to the IQAC.	21,23,25/04/2018	---	1208

2 0 1 8	The College submitted application for seeking permission of Directorate of Higher Education to start new programmes in T.Y.B.A. Hindi (6 Units), T.Y.B.Sc. Mathamatics (6 Units), M.A. Hindi, M.A. Economics, M.Sc. Mathematics. After receiving the approval the College submitted application for seeking affiliation to start the said programmes. Affiliation Inquiry Committee of the Goa University visited the College on 21/05/2018 to inspect the facilities to start the programmes. Affiliation was granted to start the said programmes from the academic year 2018-2019 vide letter No.5/18/Acad.Gen/Aff./790 dated 11/06/2018. The said courses are running very smoothly.	20/03/2018	---	---
	An Interaction Session of the members of the College Internal Quality Assurance Cell was held with the Principals of the neighbouring Higher Secondary Schools (feeding institutions from Sattari, Bicholim, Ponda and Dharbandora talukas) on 24th April, 2018. The focus of discussion was to enhance the quality of higher education. It was resolved to meet the Principals twice in an academic year and continue this good initiative under the forum, 'College-Higher Secondary Schools Educator's Interface Committee'. It was also resolved to arrange for guidance of the higher secondary students by the College Faculty through visits to the Higher Secondary Schools by the faculty members and to the College by the staff and students of Higher Secondary Schools.	24/04/2018	---	---
	Submitted the proposals from Department of Economics and Hindi to be incorporated in the Goa University Proposal under Component 10 of RUSA for Language and Multimedia Laboratory, Social Science Laboratory.	12/05/2018	---	---
	The College forwarded the applications of 03 faculty members for Guideship to the Goa University	12/05/2018	---	---
	The Faculty Members who are eligible for the Post of Professor were motivated to apply for the same	January 2018	---	---
	Applied for Grants under RUSA	Rs.2 crores are sanctioned	---	---

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
Rangoli competition on the topic 'The Gender Rainbow: More Colour, More Pride'	3rd March 2018	06	Nil

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the College met by the renewable energy sources

Energy conservation : 1. The College has well ventilated, naturally lit classrooms which minimize the use of artificial lighting, thus, conserving energy.

2. CFL tubes have been used for lighting throughout the campus.

3. Every staff and student of the College is environmentally conscious and takes care to switch off lights and fans when not in use.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	02
Provision for lift	Yes	02
Ramp/ Rails	Yes	02
Braille Software/facilities	No	---
Rest Rooms	Yes	02
Scribes for examination	No	---
Special skill development for differently abled students	Yes	02
Any other similar facility	Recognition	01

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

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7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Prospectus	May 2017	---

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
---	---	---

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

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

1. The College has procured an organic waste composter for disposal of organic waste from the College canteen. The waste generated in the College is disposed with the help of Sankhali Municipal Council.

2. Since the College has gone in for digitization in all spheres, use of paper has been minimized to a large extent.

3. 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 labeled to create awareness. Two Gardeners are appointed specially for watering and maintenance of the gardens in the campus.

4. 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.

5. The College campus is plastic free.

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

7.2 Best Practices

Describe at least two institutional best practices

The college constantly endeavours to innovate on all fronts. These form a part of the best practices. Large scale digitization in all aspects, be it teaching-learning, administration or governance has resulted in saving of valuable time and resources. The admission, attendance, examination system, feedback, library and office administration of the college is digitized which ensures total transparency in the whole system. Another best practice is, putting in place of academic mechanisms for teachers and students. This has resulted in improvement of quality in the teaching-learning process. The mentoring scheme in progress gives an adequate forum for students to discuss relevant issues, which can then be addressed promptly.

Details of two best practices successfully implemented by the institution are uploaded on the College Website as per NAAC format.

Weblink : http://gcascs.ac.in/iqac/Best%20Practices.pdf

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust.

The details of the performance of the institution in one area distinctive to its vision, priority and thrust is uploaded on the College Website.

Weblink :

http://gcascs.ac.in/iqac/AQAR%20Related%20Documents/Institutional%20Distinctiveness.pdf

Vision - Empowerment for social transformation through holistic education with a humane approach

Mission- To initiate positive social change through equal opportunity and diverse approaches, in a healthy, responsive and inclusive environment.

The Vision and Mission of this institution are attuned to promoting Equality and Social Justice through its curricular and co-curricular programs. Admissions in this college are open to all regardless of caste, creed or gender. The College strives to ensure that all its students, whatever their background may be, are not deprived, discouraged or disadvantaged in any respect as compared to other students anywhere else in the State. Equal opportunity and adequate facilities are provided to all students to participate in all the co-curricular and extra-curricular activities of the College. Through the activities of the N.S.S. Unit, Legal Rights and Duties Awareness and Campaign Cell, and the Consultancy and Extension Services Cell and many other Co-curricular Associations/Clubs, students are made aware of inequalities and travesties of Social Justice in society and are exhorted to work towards their eradication. Literacy programs, Senior

Citizens' Rights Awareness Program, are two such examples.

The College provides a conducive and healthy environment for women students to pursue their higher education. This has attracted a large number of women students and they currently make up about 65% of the total number of students. The College strives to provide the right kind of environment that brings out the best in the students and staff of the College. There is absolutely no discrimination on the basis of gender, economic and social background, etc.

Holistic education is one of the components of the vision of this college. Hence, the College strives to foster among teachers and students, and through them in society generally, the integral development of values inherent in the physical, emotional, rational, aesthetic and ethical education. The College offers a study program in Environmental Ethics and also has a Value Education Cell which guides students towards the development of values. Prominent persons are invited to speak to students and staff on the cultivation of the right kind of values. All activities of the College are conducted in a fair, rational and egalitarian manner with high moral standards, thus providing models for students in ethics and morality. The College integrates value education in its day-to-day activities thus making it a routine affair.

The institutional vision is 'Empowerment for social transformation through holistic education with a humane approach'. The entire working of the college is quality driven. The management of the college is the Government of Goa and comprises of the Secretary, Higher Education and the Directorate of Higher Education. There is total delegation of authority at all levels. The heads of departments have freedom to frame timetable and allocating courses to teachers based on expertise. The college has numerous working associations, clubs and cells, each headed by a convener. They function in relative autonomy within the framework of the rules and regulations of the college. The Principal and the IQAC periodically review the activities. Delegation of authority has given an opportunity to the staff to imbibe effective management skills. This is evident by the fact that the college has groomed no less than four Principals in its 29 years of existence. The present Principal is assigned additional charge as Additional Director of Higher Education, Govt of Goa, and is involved closely with the formulation of policies for higher education in Goa. This is unparalleled in any other institute of the State. The college has a effective IQAC which plays an important role in Quality Assurance in all spheres.

8. Future Plans of action for next academic year (500 words)

A) Improving employability of graduates

- A robust implementation of the undergraduate and post graduate courses interspersed with skill based short term certificate courses, vibrant internship programmes and value based education will enable the students to hone their skills that are valued in the employment market. It shall be the endeavor of the institution to produce a graduate plus/ post graduate plus and contribute to the societal wealth in human resources.

B) Increased learning outcomes of the students

- There is no denying the fact that a good ambience backed by excellent facilities will go a long way in empowering the learners. The initiatives that are proposed to be undertaken are expected to fortify the learning outcomes of the students. The vision of the institution is to create a band of confident young people ready to take on the challenges in their chosen profession and in their social lives.

C) Accreditation of the Courses

- All the programs (UG and PG) shall be accredited and the targets mentioned above will be achieved well before the deadline.

D) Implementation of academic and non-academic reforms

- The institution is geared towards the implementation of both academic and non-academic reforms. The college will play a proactive role in implementing the reforms in various spheres and activities.

E) Improving interaction with industry, alumni and feeder institutions

- Linkages that are already established with industry will be further strengthened through different programs and internships. The representatives from the industry are involved in decision making at various levels. Experts from the industry visit the institution as visiting faculty thus giving the students a vital link between theory and everyday practice.

F) Enhancement of research and consultancy activities

- The research centers in Hindi and Economics have been planned to increase the research output and create a research culture exposing the students to a research mindset. Consultancy services emanating from a strong research background shall be provided to the government in the first place and extended to other entities on request. Proposals in this regard are already submitted to Goa University on 19/09/2018.

G) Organising National/International Seminars

The College submitted proposals from Department of Hindi and Economics for conduct of National and International Seminar to Directorate of Higher Education. The proposals are approved by the screening committee constituted by Directorate of Higher Education, Government of Goa.

H) Organizing a Finishing School and for improving the academic performance of SC/ST/OBC/academically weak students

In this regard the following activities will be undertaken

- Remedial teaching for the weak students
- Special coaching for the students to enhance their academic performance
- Motivating the student candidates to enrol for training for NET/SET initiated by the Directorate of Higher Education
- Bridge courses for students desirous of changing their subjects
- Training for development of language skills
- Training for competitive exams
- Career guidance camps
- Add-on Courses
- Leadership Camps
- Having retraining and relearning programs for the alumni and other citizens with the objective of continuous learning.
- Incubation Centres

All the above programs will be implemented with the student and her/his development as the central objective.

I) Smart classrooms and Smart Laboratories : Smart classrooms with extensive provision for ICT enabled teaching and learning including CCTVs for surveillance and safety.

J) Program outcomes and program specific outcomes: At the initiative of the Directorate of Higher Education, $1/4^{th}$ of the teachers of the College are trained in developing Course Outcomes, Programme Outcomes and Programme Specific Outcomes. They are now acting as Mentors for other teachers in the College and training them in this endeavour. The College has plans to frame Program outcomes and program specific outcomes for all programs offered by the institution are stated and displayed in website of the institution

K) **Faculty Development Plan :** In order to enhance the quality of teaching the College has been organising Faculty Improvement Programmes by inviting experts to conduct workshops and talks. The staff members are deputed for various workshops/training sessions organised by other institutions.

Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning, in handling new curriculum, in Assessment and in the development of Teaching learning material.

The parent department (Directorate of Higher Education) has the policies in place for the grant of following types of leaves for recharging teachers:

- Study Leave policy
- Sabbatical Leave facility

- **Basic and advanced pedagogy**
  Faculty will be trained in new approaches to the teaching learning process and will be encouraged to adopt methods that are student centric. Smart Classrooms, Wi-Fi, Laptops etc. will be made available and training will be imparted to enable the faculty to use these tools effectively.

- **Subject/domain knowledge enhancement**
  The College will encourage and support the participation of faculty members in training programs like refresher courses, summer/winter schools etc.

- **Attendance in activities such as workshops, seminars**
  Faculty members will be motivated to attend the workshops, seminars and conferences at state, national and international level.

- **Improvement in faculty qualifications**
  Faculty members will be motivated to involve themselves in research work. They will be encouraged to participate in the Faculty Improvement Program (FIP).

- **Improving research capabilities**

  The College plans to have a full-fledged Research Centre for the benefit of the students and faculty. Major and minor research projects will be undertaken.

2.5 Provide an action plan for training technical and other staff in functional areas.
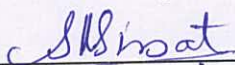
Training will be imparted to the support staff in the following areas:

- **Training technical and other staff in functional areas.**

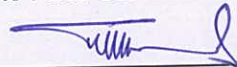 Training will be imparted to the support staff in the following areas:

  a) Basic Computer Skills

  b) Accounting Software

  c) Work Ethics

  d) Fire Safety

  e) First Aid etc.

Name : Dr. Soniya Sirsat

Signature of the Coordinator, IQAC

Name : Dr. Gervasio S. F.L. Mendes

Signature of the Chairperson, IQAC

Principal
Govt. College of Arts,
Science & Commerce
Sanquelim-Goa

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