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

# Part – A

| AQAR for the year | July 1, 2013 to June 30, 2014 |
|---|---|

## 1. Details of the Institution

1.1 Name of the Institution

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

1.2 Address Line 1

| Sankhali, Goa |
|---|

City/Town

| Sankhali |
|---|

State

| Goa |
|---|

Pin Code

| 403505 |
|---|

Institution e-mail address

| gcascs@gmail.com |
|---|

Contact Nos.

| Off. 0832 2365862 / 0832 2364271 |
|---|

Name of the Head of the Institution:

| Ms. Lucy James |
|---|

Mobile:

| 9371095534 |
|---|

Name of the IQAC Co-ordinator:

| Mr. Nilesh Natekar |
|---|

Mobile:

| 9689131279 |
|---|

IQAC e-mail address:

| gcascs@gmail.com |
|---|

1.3 **NAAC Track ID***(For ex. MHCOGN 18879)*
**OR**

| GACOGN10149 |
|---|

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

1.5 Website address:

| www.gcascs.ac.in |
|---|

Web-link of the AQAR:

| http://gcascs.ac.in/iqac/aqar-2013-14.pdf |
|---|

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :          DD/MM/YYYY         19/07/2012

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

   i.  AQAR _____ _____ (DD/MM/YYYY)

  ii.  AQAR_____ _____ (DD/MM/YYYY)

 iii.  AQAR_____ _____ (DD/MM/YYYY)

 iv.  AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University ☐     State ☑     Central ☐     Deemed ☐     Private ☐

Affiliated College          Yes ☑     No ☐

Constituent College          Yes ☐     No ☑

Autonomous college of UGC          Yes ☐     No ☑

Regulatory Agency approved Institution          Yes ☐     No ☑

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

Type of Institution     Co-education ☑     Men ☐     Women ☐

                Urban ☑     Rural ☐     Tribal ☐

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

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

1.10 Type of Faculty/Programme

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

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

Others   (Specify)

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

Goa University

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

Autonomy by State/Central Govt. / University ☐

University with Potential for Excellence ☐          UGC-CPE ☐

DST Star Scheme ☐          UGC-CE ☐

UGC-Special Assistance Programme ☐          DST-FIST ☐

UGC-Innovative PG programmes ☐          Any other (*Specify*) ☐

UGC-COP Programmes ☐

## 2. IQAC Composition and Activities

2.1 No. of Teachers

| 06 |

2.2 No. of Administrative/Technical staff

| Nil |

2.3 No. of students

| Nil |

2.4 No. of Management representatives

| Nil |

2.5 No. of Alumni

| Nil |

2. 6 No. of any other stakeholder and
community representatives

| Nil |

| Nil |

2.7 No. of Employers/ Industrialists

2.8  No. of other External Experts

| Nil |
|---|

2.9 Total No. of members

| 06 |
|---|

2.10 No. of IQAC meetings held

| 06 |
|---|

2.11 No. of meetings with various stakeholders:   Faculty   | 02 |   Non-Teaching Staff   | 02 |

Students   | 04 |   Alumni   | Nil |   Others   | Nil |

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

   If yes, mention the amount   | Rs. 3,00,000/- |

2.13 Seminars and Conferences (only quality related)

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

Total Nos.   | 01 |   International   | Nil |   National   | Nil |   State   | Nil |   Institution Level   | 01 |

(ii) Themes

| 1.   Theoretical and practical aspects of RTI |
|---|

2.14 Significant Activities and contributions made by IQAC

- The College IQAC has been performing the task of defining the Quality Policy of the College.
- The IQAC regularly reviews all policies of the College and proposes changes, improvements or modifications.
- Major and minor changes in the plan were made at the time of construction of the new building and renovation of the old block 2.
- The use of digital technology in teaching and administration was implemented in almost all processes.
- Feedback obtained from students is being analyzed.
- A new attendance compilation system using Microsoft Excel was introduced.
- A large number of staff attended seminars and conferences.
- FDPs and Training programs for staff were conducted.
- A link on the college website for alumni registration is provided.
- The library has been automated to a large extent.
- Efforts are being made to improve internet coverage in the college campus.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality

enhancement and the outcome achieved by the end of the year *

| Plan of Action | Achievements |
|---|---|
| • IQAC suggested that the Departments/Clubs/Cells should organize Workshops/Seminars on relevant topics. | • Department of Political Science organized a workshop on Right to Information in which around 130 students were guided by Shri Rajendra Kerkar on theoretical and practical aspects of RTI on 23rd July 2013. |
| • Major and minor changes in the plan of the new building which was under construction and in the renovation of the old block. | • Major and minor changes in the plan were made at the time of construction of the new building and renovation of the old block 2. |
| • Maximize use of digital technology in teaching and administration. | • The use of digital technology in teaching and administration was implemented in almost all processes. |
| • Obtaining and analyzing the feedback from students on teachers. | • Feedback obtained from students is being analyzed. |
| • To encourage staff to attend seminars and conferences to improve knowledge and skill level. | • A large number of staff attended seminars and conferences. |
| • Decision to provide link on the college website for alumni registration. | • A link on the college website for alumni registration is provided. |
| • Automation of the library. | • The library has been automated to a large extent. |
| • Improve and enhance internet connectivity in the college campus. | • Efforts are being made to improve internet coverage in the College Campus. |

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

2.15 Whether the AQAR was placed in statutory body          Yes   [√]  No   [  ]

      Management  [  ]        Syndicate  [  ]        Any other body  [  ]

Provide the details of the action taken

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

# Part – B

## Criterion – I

## 1. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|---|---|---|---|---|
| PhD | | | | |
| PG | | | | |
| UG | 3 | 0 | 0 | 0 |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | | | | |
| Others | | | | |
| **Total** | 3 | | | |

| Interdisciplinary | | | | |
|---|---|---|---|---|
| Innovative | | | | |

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

| Pattern | Number of programmes |
|---|---|
| Semester | 3 |
| Trimester | |
| Annual | |

1.3 Feedback from stakeholders*    Alumni ☐    Parents ☐    EmployerS ☐    Students ☐ √
*(On all aspects)*
Mode of feedback    :    Online ☐    Manual ☐ √    Co-operating schools (for PEI) ☐

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

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

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

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

No

# Criterion – II

## 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|---|---|---|---|---|
| 35 | 08 | 28 | Nil | Nil |

2.2 No. of permanent faculty with Ph.D.

09

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

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
|---|---|---|---|---|---|---|---|---|---|
| R | V | R | V | R | V | R | V | R | V |
| Nil | Nil | Nil | Nil | Nil | Nil | Nil | Nil | Nil | Nil |

2.4 No. of Guest and Visiting faculty and Temporary faculty : 43

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|---|---|---|---|
| Attended | 01 | 20 | 32 |
| Presented papers | 01 | 11 | 01 |
| Resource Persons | 00 | 00 | 16 |

2.6 Innovative processes adopted by the institution in Teaching and Learning:
- Group Discussions, Debates, Presentations, Assignments, Tutorials, Quizzes
- Participative learning
- Enactment of the play, Role playing
- Practical exercises in preparing digital stories and filing RTIs is incorporated in the teaching of Business Communication paper.
- Use of E- books
- Video clippings, Films based on the prescribed texts are shown to students wherever possible.

- Charts, Maps and models, study of atlas
- Reviews of books, films, features, documentaries, advertisements are done
- Whatsapp group is created to supplement teaching.
- Flipped classroom

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

| 182 |

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

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

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

| 07 | | |

2.10 Average percentage of attendance of students

| 90% |

2.11 Course/Programme wise distribution of pass percentage :

| Title of the Programme | | Total no. of students appeared | Division | | | | |
|---|---|---|---|---|---|---|---|
| | | | Distinction % | I % | II % | III % | Pass % |
| B.A. | Semester V | 108 | --- | --- | --- | --- | 84 % |
| | Semester VI | 103 | 10% | 38% | 34% | 10% | 92% |
| B.Sc. | Semester V | 58 | --- | --- | --- | --- | 90% |
| | Semester VI | 57 | 58% | 32% | 2% | 4% | 96% |
| B.Com. | Semester V | 55 | --- | --- | --- | --- | 83% |
| | Semester VI | 54 | 7% | 24% | 31% | 20% | 82% |

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

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

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|---|---|---|---|---|
| Administrative Staff | 18 | 15 | Nil | Nil |
| Technical Staff | 09 | 05 | Nil | Nil |

# Criterion – III
## 3. Research, Consultancy and Extension
3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

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

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

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

3.2     Details regarding major projects

|  | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number | Nil | Nil | Nil | Nil |
| Outlay in Rs. Lakhs | Nil | Nil | Nil | Nil |

3.3     Details regarding minor projects

|  | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number | 01 | Nil | Nil | 01 |
| Outlay in Rs. Lakhs | Rs. 40,000/- | Nil | Nil | Rs. 40,000/- |

3.4     Details on research publications

|  | International | National | Others |
|---|---|---|---|
| Peer Review Journals | 03 | 04 | Nil |
| Non-Peer Review Journals | Nil | Nil | Nil |
| e-Journals | 01 | Nil | Nil |
| Conference proceedings | 03 | 01 | Nil |

3.5 Details on Impact factor of publications:

Range [ ]     Average [ ]     h-index [ ]     Nos. in SCOPUS [ ]

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|---|---|---|---|---|
| Major projects | Nil | Nil | Nil | Nil |
| Minor Projects | 2013-2014 | Marathi Sahitya Seva Sangh, Sakhali, Goa | Rs. 40,000/- | Rs.40,000/- |
| Interdisciplinary Projects | Nil | Nil | Nil | Nil |
| Industry sponsored | Nil | Nil | Nil | Nil |
| Projects sponsored by the University/ College | Nil | Nil | Nil | Nil |
| Students research projects *(other than compulsory by the University)* | Nil | Nil | Nil | Nil |
| Any other(Specify) | Nil | Nil | Nil | Nil |
| Total | Nil | Nil | Nil | Nil |

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

ii) Without ISBN No. [ Nil ]

3.8 No. of University Departments receiving funds from

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

3.9 For colleges          Autonomy  No      CPE  No          DBT Star Scheme No
INSPIRE                   CE               Any Other (specify)

3.10 Revenue generated through consultancy      Nil

3.11 No. of conferences  organized by the Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons [ 07 ]

3.13 No. of collaborations      International [ Nil ]  National [ Nil ]  Any other [ Nil ]

3.14 No. of linkages created during this year [ Nil ]

3.15 Total budget for research for current year in lakhs :

From Funding agency [ Nil ]      From Management of University/College [ Nil ]

Total [ Nil ]

3.16 No. of patents received this year

| Type of Patent | | Number |
| --- | --- | --- |
| National | Applied | Nil |
| | Granted | Nil |
| International | Applied | Nil |
| | Granted | Nil |
| Commercialised | Applied | Nil |
| | Granted | Nil |

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

| Total | International | National | State | University | Dist | College |
|-------|--------------|----------|-------|------------|------|---------|
| Nil | Nil | Nil | Nil | Nil | Nil | Nil |

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

Nil

Nil

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

Nil

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

JRF  Nil   SRF  Nil  Project Fellows  Nil   Any other  Nil

3.21 No. of students Participated in NSS events:

University level  Nil   State level  06

National level  37   International level  Nil

3.22 No. of students participated in NCC events:

University level  Nil   State level  13

National level  Nil   International level  Nil

3.23 No.  of Awards won in NSS:

University level  Nil   State level  Nil

National level  Nil   International level  Nil

3.24 No.  of Awards won in NCC:

University level  Nil   State level  Nil

National level  Nil   International level  Nil

3.25 No. of Extension activities organized

University forum  Nil   College forum  01

NCC  Nil   NSS  04   Any other  Nil

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

- Department of Biotechnology organised two day state level workshop titled  'Biotrek' for Higher Secondary Schools in the College Campus.
- The College N.S.S. Unit organised an Anti Plastic Drive at Chorla Ghat in Collaboration with Kumbhar Samaj Yuva Manch, Keri. Students collected the plastic and dumped in the trucks arranged by Kumbhar Samaj Yuva Manch.

- The College N.S.S. Unit organised a Blood Donation Camps on 22nd August 2013 and on 26th February 2014. About 73 volunteers donated blood.
- The Collge N.S.S Unit organised Eye Testing Camp on 18th, 19th and 21st September 2013 in collaboration with Medical Services Cell and Mukta Opticians. Around 286 people benefitted from the Camp.

## Criterion – IV
## 4. Infrastructure and Learning Resources
4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|---|---|---|---|
| Campus area | 75000 sq.mts. | Nil | | 75000 sq. mts. |
| Class rooms | 20 | Nil | | 23 |
| Laboratories | 09 | Nil | | 09 |
| Seminar Halls | 01 | Nil | | 01 |
| No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year. | 12 | Nil | | 12 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | Rs. 1187032 | Nil | | Rs. 1187032 |
| Others | Nil | Nil | Nil | Nil |

4.2 Computerization of administration and library

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

4.3 Library services:

| | Existing | | Newly added | | Total | |
|---|---|---|---|---|---|---|
| | No. | Value | No. | Value | No. | Value |
| Text Books/ Reference Books | 22009 | Rs.4408664/- | 241 | Rs. 137751/- | 22250 | Rs. 4546415/- |
| e-Books | Nil | Nil | Nil | Nil | Nil | Nil |
| Journals | 51 | Rs.23537.5/- | 14 | Rs. 64634.75/- | 65 | Rs. 88172.25 |
| e-Journals | Nil | Nil | Nil | Nil | Nil | Nil |
| Digital Database | Nil | Nil | Nil | Nil | Nil | Nil |
| CD & Video | 405 | Nil | Nil | Nil | 405 | Nil |
| Others (specify) | Nil | Nil | Nil | Nil | Nil | Nil |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
|---|---|---|---|---|---|---|---|---|
| Existing | Computers 40 Laptops - 25 | 33 | GBBN Connectivity | 03 | Nil | 05 | 35 | Nil |
| Added | Nil | 01 | Nil | Nil | Nil | Nil | Nil | Nil |
| Total | 65 | 34 | | 03 | Nil | 05 | 35 | Nil |

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

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

4.6  Amount spent on maintenance in lakhs :

i)  ICT

Nil

ii)  Campus Infrastructure and facilities

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

iii) Equipments

Rs. 1187032

iv) Others

Nil

Total :  Rs. 1187032

# Criterion – V
# 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC ensures that the information pertaining to information about the Institution,  the admissions eligibility requirements for F.Y., S.Y. and T.Y. undergraduate programmes of B.A., B.Sc. and B.Com., the procedure for admissions, Scheme of Examination, Certificate and hobby courses which can be pursued by the students along with the academic programme, the course structure, fee structure, the General Rules and Regulations, attendance rules,

awards and scholarships, merit scholarships, financial Aid, Govt. scholarships available to the students, information regarding selection of Ten Best All-rounders and Best Outgoing student, provisions of Anti-Ragging Act, 2009, list of Committees/Associations and contact persons for the same, ISA, attendance and record of participation in the College activities to be maintained by the students, academic calendar of the College is provided in the College Prospectus and is updated annually.

- The IQAC ensures that the College website also provides updates about the examination schedule and results, monthly attendance position and highlights major upcoming events to be held in the College.

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|----|-----|--------|--------|
| 948 | --- | --- | --- |

 (b) No. of students outside the state

Nil

 (c) No. of international students

Nil

      Demand ratio                  Dropout % : Very low.

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

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

 No. of students beneficiaries      25

5.5 No. of students qualified in these examinations

NET   03         SET/SLET   01   GATE   01   CAT   Nil

IAS/IPS etc   Nil   State PSC   Nil   UPSC   Nil   Others   01

5.6 Details of student counselling and career guidance

- The College has Student Mentoring Scheme where individual teachers collect background information of students allotted to them. The teachers also counsel them based on their specific needs.
- The College has a professional counsellor whose services are available to students. These services are free for the students.

- Orientation is given to the students on interview techniques, communication skills etc. through career guidance cell
- Leadership Programmes, certificate courses, talks are organised by the Career guidance cell.

No. of students benefitted  | 150 |

## 5.7 Details of campus placement

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

## 5.8 Details of gender sensitization programmes

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

## 5.9 Students Activities

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

State/ University level | 39 |  National level | 20 |  International level | 01 |

No. of students participated in cultural events
State/ University level | 169 |  National level | Nil |  International level | Nil |

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

Sports: State/ University level | 14 | National level | 06 | nternational level | 01 |

Cultural: State/ University level | 14 |  National level | Nil |  International level | Nil |

## 5.10 Scholarships and Financial Support

| | Number of students | Amount |
|---|---|---|
| Financial support from institution | 19 | 57,000/- |
| Financial support from government | 131 | 930948/- |
| Financial support from other sources | Nil | Nil |

| Number of students who received International/ National recognitions | Nil | Nil |
|---|---|---|

5.11    Student organised / initiatives

Fairs      : State/ University level    | Nil |     National level    | Nil |     International level    | Nil |

Exhibition: State/ University level    | Nil |     National level    | Nil |     International level    | Nil |

5.12    No. of social initiatives undertaken by the students    | 06 |

5.13 Major grievances of students (if any) redressed : Nil


# Criterion – VI
# 6.  Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> Vision  :  EMPOWERMENT  FOR  SOCIAL  TRANSFORMATION  THROUGH HOLISTIC EDUCATION WITH A HUMAN APPROACH
>
> Mission : TO INITIATE POSITIVE SOCIAL CHANGE THROUGH EQUAL OPPORTUNITY AND DIVERSE APPROACHES, IN A HEALTHY, RESPONSIVE AND INCLUSIVE ENVIRONMENT

6.2 Does the Institution has a management Information System    | No |

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

6.3.1  Curriculum Development

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

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

### 6.3.3 Examination and Evaluation

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

### 6.3.4 Research and Development

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

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

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

### 6.3.6 Human Resource Management
• Care is taken to ensure that quality staff is appointed.
• Faculty Enrichment Programmes are conducted.
• The conducive working atmosphere in the College
• 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
• Industry interaction Encourages Industrial visits by every department wherever relevant.

### 6.3.7 Faculty and Staff recruitment

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

### 6.3.8 Industry Interaction / Collaboration
• The College continuously interacts with the neighbouring industrial estates Bicholim and Honda, Vedanta –Sesa Goa Ltd nearby areas.
• Industrial visits are organized for the students annually by various Departments.
• Students at VI semester level are encouraged to undertake industry related projects by Department of Commerce and Chemistry.
• The College invites the professionals from the industries on regular basis to share their expertise on various aspects of industry.  They are also invited as guests for college

functions for motivating students.
- Students interact with various financial organisations to avail of and understand educational loan facilities.

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

## 6.4 Welfare schemes for

| | |
|---|---|
| Teaching | Social Welfare Schemes and all other schemes of Govt. of Goa which are applicable to its employees and students are available. |
| Non teaching | |

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done     Yes ☐     No √

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

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

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

For UG Programmes     Yes √     No ☐

For PG Programmes     Yes N.A.     No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?
   The college follows evaluation norms laid down by the University.

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

6.11 Activities and support from the Alumni Association

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

6.12 Activities and support from the Parent – Teacher Association

The college does not have a Parent Teachers Association

6.13 Development programmes for support staff

The support staff are sent regularly to training programs of the Government.

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

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

The College campus is plastic free.

# Criterion – VII
## 7. Innovations and Best Practices

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

**Innovations**

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

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

> Activities planned for the year were organized. Few more activities were planned for the academic year 2014-15.

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

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

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

7.4 Contribution to environmental awareness / protection

- The College has well ventilated, naturally lit classrooms which minimize the use of artificial lighting, thus, conserving energy.
- CFL tubes have been used for lighting throughout the campus.
- Every staff and student of the College is environmentally conscious and takes care to switch off lights and fans when not in use.          *
- The College is in the process of procuring an organic waste composter which will help in disposal of waste papers and organic waste from the College canteen.
- The waste generated in the College is disposed with the help of Sankhali Municipal Council.
- Since the College has gone in for a digitization in all spheres, use of paper has been minimized to a large extent.
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- Fruit bearing plants such as mango, coconut, jackfruit, cashew, cinnamon, black berry etc. which were planted in earlier years have started yielding.
- Saplings are distributed to the general public through rallies to create environmental awareness.
- Students working in the Chemistry Laboratory are educated not to dispose of hazardous chemical waste in the sink. Waste is collected and treated separately. • Chemistry students are trained in micro scale techniques which generate minimum waste.
- The College campus is plastic free.
- The College follows approved procedures of the Government of Goa in order to dispose e-waste.

7.5 Whether environmental audit was conducted?    Yes [   ]    No [ √ ]

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)
No

## 8. Plans of institution for next year

> - To encourage teachers to take up Major/Minor Research Projects.
> - Complete automation of the College Library.

**Name : Mr. Nilesh Natekar**                      **Name : Ms. Lucy James**

_____          _____
**Signature of the Coordinator, IQAC**            **Signature of the Chairperson, IQAC**

_____***_____

**Abbreviations:**

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

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