Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

Contents

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance Report (AQAR)
in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective
The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies
IQAC shall evolve mechanisms and procedures for
    a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions
Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits
IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

◆ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

◆ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2014 to June 30, 2015)*

Part – A

AQAR for the year *(for example 2014-15)*   6th May, 2014 to June 14, 2015

1. Details of the Institution

1.1 Name of the Institution

> SARASWAT VIDYALAYA'S SRIDORA CACULO COLLEGE OF COMMERCE & MANAGEMENT STUDIES

1.2 Address Line 1

> TELANG NAGAR, KHORLIM, MAPUSA, BARDEZ, GOA, INDIA

Address Line 2

> SAME AS ABOVE

City/Town

> MAPUSA

State

> GOA

Pin Code

> 403507

Institution e-mail address

> caculocollege@gmail.com

Contact Nos.

> 0832 2250042 (PRINCIPAL); 0832 2254478(B.COM OFF.)
>
> 0832 2252565 (BBA OFF.) ; 0832 2250098(BCA OFF.)

Name of the Head of the Institution:

> DR. SANTOSH B PATKAR

Tel. No. with STD Code:

> 0832 2250042

Mobile: | 9421157379

Name of the IQAC Co-ordinator: | MS. SMITA SHRIVASTAVA

Mobile: | 9850066734

IQAC e-mail address: | caculocollegeiqac@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* | GACOGN18745

OR

1.4 **NAAC Executive Committee No. & Date:** | EC(SC)/03/A&A/17 DATED 24/9/2014
(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.caculocollege.ac.in

Web-link of the AQAR: | http://www.caculocollege.ac.in/images/downloads/IQAC.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	B	2.47	2014	5 YEARS
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : | DD/MM/YYYY | 09/11/2013

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 _____-- N. A--__ _____ (DD/MM/YYYY)4
  ii.   AQAR_____-- N. A--__ _____ (DD/MM/YYYY)
 iii.   AQAR_____-- N. A--__ _____ (DD/MM/YYYY)
 iv.   AQAR_____-- N. A--__ _____ (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)   ☐ BACHELOR OF BUSINESS ADMINISTRATION,

                        ☐ BACHELOR OF COMPUTER APPLICATION

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

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

Autonomy by State/Central Govt. / University | _ |

University with Potential for Excellence | _ | UGC-CPE | _ |

DST Star Scheme | _ | UGC-CE | _ |

UGC-Special Assistance Programme | _ | DST-FIST | _ |

UGC-Innovative PG programmes | _ | Any other (*Specify*) | _ |

UGC-COP Programmes | _ |

2. IQAC Composition and Activities

2.1 No. of Teachers | 07 |

2.2 No. of Administrative/Technical staff | 01 |

2.3 No. of students | _ |

2.4 No. of Management representatives | _ |

2.5 No. of Alumni | 01 |

2. 6 No. of any other stakeholder and

   community representatives | _ |

2.7 No. of Employers/ Industrialists | 01 |

2.8 No. of other External Experts | 03 |

2.9 Total No. of members | 13 |

2.10 No. of IQAC meetings held   05

2.11 No. of meetings with various stakeholders: No. | – | Faculty | – |

Non-Teaching Staff Students | – | Alumni | – | Others | – |

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

If yes, mention the amount | 3 LACS   dated 7/3/2014 |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | – | International | – | National | – | State | – | Institution Level | 3 |

(ii) Themes

1) Workshop on applicn. of statistical techniques in Social Science Research

2) Writing of review of literature in research process.

2.14 Significant Acti   3) Writing of research papers

| – |

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
--	--

 * Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes | | No | ·ᴵ |

Management | – | Syndicate | – | Any other body | – |

Provide the details of the action taken

| – |

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	1	-	2	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	6	-	-	-
Others	-	-	-	-
Total				

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	3 (B.Com, BBA, BCA)
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.

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
22	16	06	NIL	--

2.2 No. of permanent faculty with Ph.D.

02

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
04	NIL	NIL	NIL	NIL	NIL	NIL	NIL	04	NIL

2.4 No. of Guest and Visiting faculty and Temporary faculty | 10 | | 16 | | 04 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	06	12
Presented papers	02	07	01
Resource Persons	NIL	NIL	NIL

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

> Wherever applicable, videos relating to the topics from syllabus are shown to the students to give a better understanding about the topics.
>
> A students has to compulsorily make one presentation per subject in a year.
>
> Power –point, OHP presentations, and lectures by guest speakers are used to supplement teaching.
>
> Discussions with entrepreneurs, field visits to collect data relating to topics from syllabus are included as a part of internal assessment.
>
> Orientation relating to library is conducted by the librarian and students and teachers are intimated about new arrivals through their e-mails.
>
> Role plays, debates, quiz, case studies and group discussions are also used to enhance the learning process.
>
> Moodle, open-book tests are used in BCA section for internal assessment.

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

    | 183 |

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

    | NIL |

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

    | 01 | | |

2.10 Average percentage of attendance of students

    | 75% |

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.COM	171	3.5%	21.6%	30.40%	12.86%	68.42%
B.B.A	50	NIL	94%	2%	NIL	96%
B.C.A	15	13.33%	40%	33.33%	13.33%	100%

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

Every teacher submits a syllabus plan for their respective subject .Departmental review meetings are taken to monitor timely execution of syllabus plans.

As per the suggestions of IQAC, a minimum of one presentation in each subject is compulsory for the students.

An annual evaluation of teachers by students is done and the feedback is communicated to the individual teachers for further action.

Subject-wise analysis of results is given to the teachers, so that the students failing in can be given special attention in the respective subject so that their performance can be improved.

In case of BBA recommendations received from the university audit committee are considered, discussed and implemented.

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 (Attending Seminars)	17

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	06 +01	Nil	01	03
Technical Staff	--	--	--	02

Criterion – III

3. Research, Consultancy and Extension

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

Sessions on research methodology were conducted:

i)Preparation of research proposal for minor projects and Ph.D. – Dr. B.C. Nair

ii)Literature Review – Dr. M.R. Patil

iii) Statistical Techniques in Social Science Research – Dr. B.C. Nair

iv)Research in Computer Science – Dr. Jhimli Adhikari

Faculty are encouraged to present papers under Staff Academy activities.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	6	4	
Non-Peer Review Journals			2
e-Journals	1		
Conference proceedings		2	

3.5 Details on Impact factor of publications:

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

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-			
Minor Projects	-			
Interdisciplinary Projects	-			
Industry sponsored	-			

Projects sponsored by the University/ College	-			
Students research projects *(other than compulsory by the University)*	-			
Any other(Specify)	-			
Total	-			

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

ii) Without ISBN No. [-]

3.8 No. of University Departments receiving funds from

UGC-SAP [-]   CAS [-]   DST-FIST [-]

DPE [-]   DBT Scheme/funds [-]

3.9 For colleges   Autonomy [-]   CPE [-]   DBT Star Scheme [-]

INSPIRE [-]   CE [-]   Any Other (specify) [-]

3.10 Revenue generated through consultancy [-]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1	2		
Sponsoring agencies		Dept. of Social Welfare, Govt of Goa	College funds		

3.12 No. of faculty served as experts, chairpersons or resource persons [8]

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

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

3.15 Total budget for research for current year in lakhs :

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

Total [-]

3.16 No. of patents received this year

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

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

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

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

1

1

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

-

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

JRF   -   SRF   -   Project Fellows   -   Any other   -

3.21 No. of students Participated in NSS events:

University level   370   State level   370

National level   1   International level

3.22 No. of students participated in NCC events:

University level   -   State level   -

National level   -   International level   -

3.23 No. of Awards won in NSS:

University level   -   State level   -

National level   -   International level   -

3.24 No. of Awards won in NCC:

University level	-	State level	-
National level	-	International level	-

3.25 No. of Extension activities organized

University forum		College forum	1		
NCC		NSS	10	Any other	

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

No Fuel Day

Blood Donation Camp

Blood Group Detection Camp

Health and Health Issues

International Women's Day

Swacch Bharat Abhiyan – Nital Goem (Plastic bottles collection drive)

Rally on HIV/Aids Awareness

Fund Raising on Armed Forces Flag Day

Rally on Voters' Day

Survey on Households: Safety issues w.r.t.usage of LPG cylinders

Screening of documentary film "Amchi Goem, Amchi Manashya"

Vanamahotsava

Rally on Suicide Prevention

Awareness talk on Road Safety

NSS volunteers collected information on water sources, water bodies and uniqueness of village

Cleanliness drive at Shri Bodgeshwar temple

Sateri Vardhapan Din

Criterion – IV
4. Infrastructure and Learning Resources

BCOM

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	44000 sq.mt.	-	-	44000 sq. mt.
Class rooms	10	-	-	10
Laboratories	01	-	-	01
Seminar Halls	01	-	-	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others (U.P.S.)	09	01	Fees	10

4.2 Computerization of administration and library

Accounts---- Entire work has been computerised

Administration---- Under process

Library---Database of the following are created: Text Books, Reference Books and T.Y.B.Com Projects.

Database Creation of Journals is under process.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	536	76,500/-	196			
Reference Books	2070	8,79,906/-	364	3,34,830/--		12,89,850/-
e-Books	33*	2,95,296/-				

Journals	86	2,87,780/-	03	82,373/-	89	3,70,153/-
e-Journals	N-List	5,000/-	N-list	5,000/-		10,000/-
Digital Database	EPWRF	15,400/-				15,400/-
CD & Video						
Others (specify)	Maps,Globe.,T.y.b.Com Project CDs					

Note: Every year we try to add new journals and magazines to the library collection on trial basis and on recommendations by the faculty, some journals will be discontinued on the basis of low readership, low quality of articles etc..The amount spent on Journals mentioned here is included amount spent on magazines, journals and newspapers.

* Purchased under UGC Additional Grants.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	45	26	23	-	-	06	-	13
Added	02	-	-	-	-	02	-	-
Total	47	26	23	-	-	08	-	13

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

> Internet group created for the faculty of the college to provide them current awareness services, to inform them about the new arrivals to the library, introduction of new services, facilities in the library, new notices, announcements etc.

4.6 Amount spent on maintenance in lakhs :

   i) ICT/ Computers/ Laptops   31443/-

   ii) Campus Infrastructure and facilities   -   NIL

   iii) Equipments   39711/-

   iv) Others   19143/-

Total : 90297/-

BBA

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	44000 sq. mt.	-	-	44000 sq. mt.
Class rooms	04	-	-	04
Laboratories	01	-	-	01
Seminar Halls	01	-	-	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	15	06	Fees	21
Value of the equipment purchased during the year (Rs. in Lakhs)	-	176689/-	Fees	-
Others	06	01	Fees	07

4.2 Computerization of administration and library

> Accounts---- Entire work has been computerised
>
> Administration---- Under Process
>
> Library---Database of the following are created: Text Books, Reference Books and T.Y.B.Com Projects.
>
> Database Creation of Journals is under process.
>
> Library is same for B.B.A.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1441	5,58,201/-	16	10,695/-	1457	5,68,896/-
Reference Books						
e-Books	*					
Journals	*					
e-Journals	*					
Digital Database	*					
CD & Video						
Others (specify)	.*					

Note: *Library is same for BBA Faculty and students so both of the category of BBA course use the e-resources and reference books of the library, there is only book bank facility is provide to the students of BBA course.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	41	30	30	-	-	02	06	03
Added	-	-	-	-	-	-	-	-
Total	41	30	30	-	-	02	06	03

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

> Internet group created for the faculty of the college to provide them current awareness services, to inform them about the new arrivals to the library, introduction of new services, facilities in the library new notices, announcements etc.

4.6 Amount spent on maintenance in lakhs :

i) ICT

NIL

ii) Campus Infrastructure and facilities

46883/-

iii) Equipments

132805/-

iv) Others

66175/-

Total :

245813/-

BCA

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	44000 sq.mt.	-	-	44000 sq. mt.
Class rooms	03	-	-	03
Laboratories	01	-	-	01
Seminar Halls	01	-	-	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	20	Fees	20

4.2 Computerization of administration and library

> Accounts---- Entire work has been computerised
>
> Administration---- Under Process
>
> Library---Database of the following are created: Text Books, Reference Books and T.Y.B.Com Projects.
>
> Database Creation of Journals is under process.
>
> Library is same for BCA. No.of Journals ,e-journals-journals ,digital databases are same as explained in the B.Com section.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	912	51,188/-	15	8,862/-	927	60,050/-
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	40	35	35	-	-	-	02	03
Added	-	-	-	-	-	-	-	-
Total	40	35	35	-	-	-	02	03

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

> Internet group created for the faculty of the college to provide them current awareness services, to inform them about the new arrivals to the library, introduction of new services, facilities in the library new notices, announcements etc.
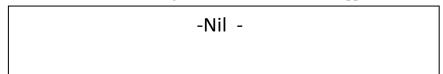
4.6 Amount spent on maintenance in lakhs :

i) ICT   - Nil

ii) Campus Infrastructure and facilities   - Nil -

iii) Equipments   20450/-

iv) Others   27876/-

Total :   48326/-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> -Nil -

5.2 Efforts made by the institution for tracking the progression

> -Nil -

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
B.Com – 517 BBA- 146 BCA-58	-	-	-

(b) No. of students outside the state

B.Com	BBA	BCA
4	-	1

(c) No. of international students

NIL

Men

No	%

Women

No	%

	Last Year 2013-14						This Year 2014-15					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
B.Com	579	12	1	138	-	530	359	11	1	146	-	517
BBA	141	-	-	4	-	145	141	-	-	5	-	146
BCA	59	3	-	8	-	70	41	-	-	17	-	58

Demand ratio   Dropout %

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

The BBA conducts coaching for UGAT for students at he
entry level

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET [-]   SET/SLET [-]   GATE [-]   CAT [-]

IAS/IPS etc [-]   State PSC [-]   UPSC [-]   Others [UGAT (Only for BBA)]

5.6 Details of student counselling and career guidance

B.Com	Preparation of T.Y. students database Talk by resource persons on "Career opportunities and UPSC exams" Talks on soft skills Talks by institutes Ms. Ketaki N_____ student counsellor appointed fo____ eek Ms Malifa Fernandes a counsellor appointed on a temporary basis.
BBA	"Career Management" subject at T.Y. BBA

No. of students benefitted:101

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
B.Com	-	-	-	-
BBA	2	14	3	9
BCA	2	15	5	-

5.8 Details of gender sensitization programmes

Students are oriented on gender sensitization during the orientation programme at the beginning of the academic year.

5.9 Students Activities

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

State/ University level 239   National level 24   International level 3

No. of students participated in cultural events

State/ University level 62   National level 1   International level -

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

Sports : State/ University level 29   National level 9   International level 2

Cultural: State/ University level [ ] National level [1] International level [-]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	2(Welfare fund)	Rs20000
Financial support from government	(OBC scholarship)-	-
Financial support from other sources	1(PTA contr. to mast Shankar Damdhay)	Rs.100000
Number of students who received International/ National recognitions	1(Best player award to mast. Shankar Damdhay)	-

5.11   Student organised / initiatives

B.Com

→ "Phoenix" a one day State Level Event comprising Cultural and Sports Events in Jan 2015

BBA

→ "Odyssey" a two day National Management Event in the last week of September 2014

→"Inception" one day state level (Higher Secondary) management Event on 6th Dec 2014

→ Celebrated Management day in association with GMA on 23rd Feb 2015

BCA

→ "IT Maestro" a one day state level event for Higher Secondary students on 28th Nov 2014

5.12   No. of social initiatives undertaken by the students [ ]

5.13 Major grievances of students (if any) redressed:
  ➢   Re-evaluation of Maths paper – Paper of FY.B.Com students were evaluated by Examiner from St. Xavier College on 28/07/14.
  ➢   Letter dated 11/9/14 by students to Deputy Chief Minister Shri. Francis D'Souza for repair of Internal Road Leading to the College.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision: "**To be a model Institution, providing for a holistic development of individuals with the aim of promoting a healthy and progressive society**".**
>
> **Mission**: **"**To impart value added education, to nurture the creative abilities of our youth, to develop professional competence with a focus on opportunities for individual excellence and the collective wellbeing of the community**"**

6.2 Does the Institution has a management Information System

> **MIS: - MIS – Attendance**
>   MIS is used in the office for the purpose of Attendance & Examination.

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

    6.3.1   Curriculum Development

> - Feedback is collected in respective subjects from the students as regards the syllabus and other aspects.
> - The N.S.S. volunteers conduct industrial & social surveys as part of their N.S.S. activity

    6.3.2   Teaching and Learning

> **-** PPT presentations are made mandatory for the students as a part of ISA component.
> - Group discussions are also encouraged among the students.
> - Synopsis of topic to be discussed is given before the lecture

    6.3.3   Examination and Evaluation

> - Latest computer packages are used for the purpose of examination work, be it finalization of results or grace marks to be awarded etc.

    6.3.4   Research and Development

- In house Journal called NIRMAN is published which included primarily the research papers written by the faculty member.
- Paper presentations are made compulsory for all the lectures every month.
- Faculties are attending seminars, workshops and short term courses in research methodology
  organised by Goa University and other courses from time to time.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library orientation is conducted for F.Y.B.Com students every to make sure that they find easy in access the library resources.

6.3.6 Human Resource Management

- Faculty Development programmes are conducted at the end of every semester.
- Faculties attend and present research paper at state, nation & International seminars.

6.3.7 Faculty and Staff recruitment

- Recruitment and selection of the faculty is done purely on merit basis as per the broad guidelines laid down by the Goa University and Department of Higher Education.
- Non-teaching staff recruitment is done as per the DHE guidelines

6.3.8 Industry Interaction / Collaboration

- Experts are invited from different industries to make the students aware of the requirements of the industry and the nature of skills they are expecting from Entrepreneurs are also invited to give valuable guidance.

6.3.9 Admission of Students

A) To review update and revise college prospectus in the month of April.

B) To review admission forms in the month of April

C) Deciding the criteria for admissions accordingly screening the applications and conducting Interviews especially for those students coming from other colleges.
- First cum first serve basis
- Cut - offs are set for different subjects/optional subjects

D) Entrance exam for admission to BBA & BCA course

Teaching	
Non teaching	
Students	

6.4 Welfare schemes for

  - Staff Co-operative credit Society for extending credit facilities including festival advance

  - Canteen facility in the campus

  - Group Insurance is provided to staff / students

  - Yearly 1 set of uniforms provided to group 'D' & from this year to daily wage staff

  - First Aid box with medicine made available to staff & Students

  - Safe drinking water through water cooler & water filter

  - Security cabin is provided to the watchman

  - Common room facility for girl students

6.5 Total corpus fund generated   NIL

6.6 Whether annual financial audit has been done   Yes   Y   No   -

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

Audit Type		External		Internal	
		Yes/No	Agency	Yes/No	Authority
Academic	B.Com	No	-	No	-
	BBA	Yes	Academic Audit GU	No	-
	BCA	Yes	Academic Audit GU		-

Administrative	B.Com	No	-	Yes	Practising CA- Prakash Pawar & co.
	BBA	No	-	Yes	Practising CA- Sham Kamat
	BCA	No	-	Yes	Practising CA- Subhash Thakur

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

For UG Programmes   Yes [Y]   No [-]

For PG Programmes   Yes [ ]   No [-]

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

- As per affiliating University Guidelines

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

- College prepares first year and second year B.com timetable well in advance by conducting meeting with examination committee members.

- Students councils election are conducted every year. Whereby university class representative (UCR) and University Representative (UR) are selected by college on behalf of university.

- Autonomy is enjoyed by college to conduct ISA exams by framing time table after considering current circumstances.

- All the NSS activities such as Annual Special Camp, Competition, Social Activities are decided by college.

6.11 Activities and support from the Alumni Association

> - X-students of our college are members of different committees such as IQAC, NSS Advisory Committee.
>
> - Time to time assistance provided by ex-students for organization of cultural events, academic programme and events such as phoenix and Silver Jubilee inauguration of college
>
> - Ex students visit our college as resource person
>
> - Ex- students sponsors and award various scholarship and prizes to the students of our college

6.12 Activities and support from the Parent – Teacher Association

> - PTA provides financial help during fund raising programme of our college
>
> - PTA provide assistance in conducting social and cultural activities such as Tree Plantation etc

6.13 Development programmes for support staff

> - Every year college distributes uniforms to support staff

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

> - College planted 25 trees during inauguration of Silver Jubilee year of college.
>
> - NSS volunteers undertook plastic eradication drive by collecting pet bottles.
>
> - NSS volunteers made E-waste collection.
>
> - NSS volunteers collected and planted medicinal plants.

Criterion – VII

7. Innovations and Best Practices

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

> - The college has increased the importance it gives to research activity. In order to achieve this some research methodology classes have been conducted for the teaching faculty by external experts. Also teacher are encouraged to attend research workshops conducted by other

institutions.

-Internal paper presentation by teachers has been given more importance. It's now mandatory for every teacher to present at least 1 research paper during the academic year.

-The college has also decided to publish its own research journal on an annual basis with all the papers presented by its teachers during the year.

-This has led to a greater focus on research by the teaching faculty. The results are visible with a higher enrolment for PhD.

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

-All the points mentioned in 7.1 were planned at the start of the year. All of the above were achieved except the publishing of the journal which we are positive of publishing by the end of the next academic year.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self Study Manuals.

Refer Annexure II and Annexure III.

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

7.4 Contribution to environmental awareness/protection

-The NSS unit of the college in collaboration with Bisleri International Pvt. Ltd., had taken an initiative to collect the used pet bottle collection. This drive was a part of nationwide movement "Swachh Bharat Abhiyan," an effort to wards a clean India initiated by the Government of India from 2nd October, 2014 onwards.

-The NSS Volunteers collected the cleaned use pet bottle. Around seventy students of the unit took part in this collection drive wholeheartedly. It was a huge collection of one full auto rickshaw. The same was handed over to the manager of Bisleri International Pvt. Ltd. This was done on 7th December 2014.

-The students of BBA participated in the Swachh Bharat Abhiyan on 2nd October 2014 by cleaning the entire department (sweeping and mopping). They also removed weeds in the parking slot and helped create space for more cars.

-The students have to undergo 60 hours of teaching in Environmental Management. As a part of this subject students have to undertake tree plantation drives.

- Our college continues to have a dedicated gardener who regularly looks after and maintains the garden of the college with a special emphasis on Bio Medicinal plants in the garden.

7.5 Whether environmental audit was conducted?
-No

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

N.A

8. **Plans of institution for next year**

```
┌─────────────────────────────────────────────────────────┐
│                                                         │
│                                                         │
│                                                         │
│                                                         │
└─────────────────────────────────────────────────────────┘
```

Name _____   *Name _____*

_____   _____

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

_____***_____

Annexure I

Abbreviations:

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

UPE   -   University with Potential Excellence

UPSC   -   Union Public Service Commission

ANNEXURE-2

7.1   Best Practices

BEST PRACTICE- 1

7.1.1

1) **Title of the Practice**

Institute support for Students Extra Curricular Activities.

2. **Goal**

The College believes that learning doesn't just happen in a classroom. Students who participate actively in Extra Curricular activities not only learn better but also develop a more well-rounded personality.

The objectives:
- To develop the students overall confidence and personality.
- To develop Event Management Skills among the students.
- To make students aware of the completion they face and make them more competitive.
- To develop the college reputation in the sphere of Sports, Cultural and Management.
- Students are pushed to participate in Events organized by other colleges; be it in sports, cultural or management domain areas.
- To get the industry and students on one platform. This is possible especially when we organize the National Level Management Event, 'Odyssey'.

3. **The Context**

In today's world it is important for students to be competitive and aware of the environment around them. Just being good in studies is no longer good enough in the extremely competitive world. Students who participate in Extra Curricular Activities; be it in Sports, Cultural or Management domain areas develop a lot more confidence and also develop a more well-rounded personality. It also builds their other skills required for teamwork, coordination, organizing and leadership.

4. **The Practice**

- Every Department of the college is responsible for organizing at least one Mega Event during the year.
- The biggest event organized by the college is by the BBA department. The event is a National level Management Event called Odyssey. The event involves participating colleges from different parts of India who compete to be the overall winners. The entire event is managed by the students of BBA, right from marketing, Round formulation to Logistics and Creativity. The event has completed more than 10 years and is widely regarded as Goa's biggest Management Fest.
- The Commerce Department organizes Phoenix, a Management Event which caters to the BCom colleges in Goa. This event has been successfully organized for 4 consecutive years.
- The BCA department organizes IT Maestro an Event which caters to the Local Higher Secondary Schools.
- The BBA department also organizes Inception a Mini Management Event targeted to the local Higher Secondary Schools. The event is entirely managed by the FYBBA students.
- The college also participates in various sports, cultural and management events organized by other colleges.
- The college keeps a budget aside for student's participation for such events so that participation doesn't add an additional financial burden on the students.
- The BBA department infact has a policy of participating in atleast 3 Events outside Goa every year in addition to the numerous local events and sends a team of 8-10 students every time bearing the entire cost.
- Besides this the college also has the annual college gathering and the annual sports day where students participate in large numbers.

5. **Evidence of Success**
- The college is rated as one of the best in Sports in Goa, having won several trophies in Football, Cricket, Judo, Athletics etc.
- The college has produced some of the top sports persons and athletes who have not only won accolades for the college but also for the country at the international arena.
- The BBA departments is rated as one of the best in Goa and won every management event possible organized by different colleges in Goa several times over the years. The students have also participated in various events outside Goa and won accolades for the college.
- The students have also participated in several cultural events and won accolades for our college.
- Odyssey, the National level Management event is Goa's first such event and is today widely regarded as Goa's biggest management event.

6. **Problems Encountered and Resources Required**
   - There is never any dearth of talent for activities like these but some students require to be pushed to participate in extracurricular activities.
   - Funding such activities is a problem sometimes especially when organizing events of the scale of Odyssey which require large corporate sponsorship.
   - Selecting the right students to participate and yet giving everyone an opportunity is a challenge we face a lot of times.

7. **Notes (Optional)**   N.A

ANNEXURE-3

7.1   Best Practices

<div align="center">

BEST PRACTICE- 2

</div>

7.1.1

1. **Title of the Practice**

   Social Consciousness of the College.

2. **Goal**

   The college believes that its role is not to only provide education but to shape the lives of the students and also contribute in shaping the society as a whole. The college plays a vital role by doing social work and involving the students in the same. This will not only benefit the society but also make responsible citizens of our students.

   The Objectives are as follows:
   - Educate the students about subjects sensitive to the society.
   - Create more socially responsible citizens out of our students.
   - Develop the organizing skills of the students when they help manage various social activities we undertake.
   - Help the needy people and the society at society at large.

- Function as a socially responsible institute.

3. **The Context**

The country today can't just depend on the Government to solve all our issues. Each one of us has to contribute for a positive change that we all aspire for. As an educational institute we play a vital role in shaping young minds. It has been observed that the youth today are becoming increasingly individualistic and are not thinking beyond themselves. It has been our constant endeavor to change this. By focusing on involving the students in social activities we have taken a small step in achieving this. Activities like these will also help the needy in the society and benefit the society at large.

4. **The Practice**

- N.S.S wing of the college organizes regular rallies in creating awareness for Vector Bourne Diseases (Malaria).
- Aids awareness rallies are held on world aids day (1st December) every year.
- College also organizes regular Medical camps (blood donation programs and Eye checkups) for the society.
- Our institution encourages its staff to work for the society and is flexible in allowing them to do so. Mr.Amin Khan is a voluntary social worker who is associated with the Medha Patkar foundation. He handles ambulance services for the needy anytime of the day and night without any charges.
- Students visit Old Age Homes/ Apna Ghar for homeless kids to distribute food, clothes and also to spread a cheer among the inmates.
- 2nd October is marked as day for Swachh Bharat Abhiyan. The entire college, students and faculty alike participate in cleaning the campus and the college premises.
- The NSS unit has been making efforts to promote tree plantation. Tree plantation dives have been conducted from time to time.
- The college football ground is open for the local villagers to play whenever it is available. We have allowed even local football/cricket tournaments to be conducted on the ground free of cost.
- The college has been successfully conducted several plastic collection drives.
- The college Seminar hall has been given to Sarv Siksha Abhiyan several times in the past.

5. **Evidence of Success**

The college has generated a lot of good will from the local society for all these activities
we have undertaken over the years. Even though good will can't be measured, this has translated into a higher demand among the students community to join our college for various courses available.

6. **Problems Encountered and Resources Required**

Activities like these just require a will. The only problem that we encounter occasionally
is to motivate the students to participate and be involved in these activities. Creating awareness about the programs we conduct is also quiet challenging.

7. **Notes (Optional)**
N.A

8. **Contact Details**

Name of the
Principal:
Dr.Santosh Patkar
Name of the
Institution:Saraswat
Vidyalayas Sridora Caculo
College of Commerce and
Management Studies
City:Mapusa, Goa
Pin Code:403507
Status: Not
Accredited
Work Phone (0832)2254478
Website: www.caculocollege.ac.in
E-mail :caculocollege@gmail.com

Mobile:9421157379

****