

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

	Page Nos.
1. Introduction 4
2. Objective 4
3. Strategies 4
4. Functions 5
5. Benefits 5
6. <i>Composition of the IQAC</i> 5
7. The role of coordinator 6
8. Operational Features of the IQAC 6
9. Monitoring Mechanism 7
10. The Annual Quality Assurance Report (AQAR) of the IQAC 8
Part – A	
11. Details of the Institution 9
12. IQAC Composition and Activities 12
Part – B	
13. Criterion – I: Curricular Aspects 14
14. Criterion – II: Teaching, Learning and Evaluation 15
15. Criterion – III: Research, Consultancy and Extension 17
16. Criterion – IV: Infrastructure and Learning Resources 20
17. Criterion – V: Student Support and Progression 22
18. Criterion – VI: Governance, Leadership and Management 24
19. Criterion – VII: Innovations and Best Practices 27
20. Abbreviations 29

Document revised by: Dr. Ganesh Hegde, Assistant Adviser and B. S. Ponmudiraj, Assistant Adviser, NAAC

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, 2012 to June 30, 2013)

Part – A

AQAR for the year (for example 2014-15)

15TH June, 2015 to 15th June, 2016

I. 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

403 507

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:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

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

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.47	2014	5 YEARS
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

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

- i. AQAR _____ 2014-2015__ _____ (24/09/2015)
- 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 (<i>Specify</i>)	-
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	03

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 No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1) State level workshop on framing of objective type questions on 11th August, 2015. The resource person was Dr. A.G. Bala Subramanian, Faculty, GIM, Sanquelim on 11th August, 2015
 2) Institutional level : a) FIP was organised "Learning Methods In higher education on 29/3/16. The resource person was Dr. Meena Parulekar, Faculty, GIM, Sanquelim on 29/3/16.
 b) Preparation of minor project (Proposal writing) for UGC was conducted on 29/3/16. The resource person was Dr. M.R. Patil, Principal, Vidya Prabodini College, Porvorim .
 c) Training programme for non-teaching staff on effectiveness at work place was conducted by Dr. P. Salgaonkar. Dr. Salaonkar also conducted Research workshop for teaching staff of B.Com, BBA & BCA was held on 16/4/16.

2.14 Significant Activities and contributions made by IQAC

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
<p>-Training workshop on framing of objective questions for the purpose of ISA.</p> <p>-Organising workshop on understanding the learning process in higher education.</p> <p>Equipping the staff to write minor research project proposals(UGC)</p>	<p>1 day state level workshop was organised on 11/8/15 (10.00 a.m. to 4.00 p.m.) in conference hall. The topic was “Framing of objective type questions”. The resource person was Dr. A.G. Balasubramanian, Sr. Faculty, GIM, Sanquelim.</p> <p>*FIP was organised on 29/3/16. Dr. Meena Parulekar, Faculty, GIM, Sanquelim spoke on learning methods on higher education.</p> <p>Dr. M.R. Patil, Principal, Vidya Probodini College, Porvorim spoke on preparation of minor project (proposal writing) for UGC.</p>

* Attach the Academic Calendar of the year as Annexure.

Prospectus 2015-2016

ACADEMIC CALENDAR 2015 - 2016

JUNE 2015		JULY 2015	
1	Mon.	1	Wed. NSS Enrolment Drive
2	Tue.	2	Thu.
3	Wed.	3	Fri.
4	Thu.	4	Sat.
5	Fri.	5	Sun.
6	Sat.	6	Mon.
7	Sun.	7	Tue.
8	Mon.	8	Wed.
9	Tue.	9	Thu.
10	Wed.	10	Fri.
11	Thu.	11	Sat. Silver Jubilee Celebrations
12	Fri.	12	Sun. Last date for NSS Enrolment
13	Sat.	13	Mon.
14	Sun.	14	Tue.
15	Mon. College Re-opens	15	Wed.
16	Tue. Orientation for F.Y. Students	16	Thu.
17	Wed.	17	Fri.
18	Thu.	18	Sat.
19	Fri.	19	Sun.
20	Sat.	20	Mon.
21	Sun.	21	Tue.
22	Mon.	22	Wed.
23	Tue.	23	Thu.
24	Wed.	24	Fri.
25	Thu.	25	Sat. Student Council Election
26	Fri.	26	Sun.
27	Sat.	27	Mon.
28	Sun.	28	Tue.
29	Mon.	29	Wed. NSS Inauguration
30	Tue.	30	Thu.
		31	Fri.

71

ACADEMIC CALENDAR 2015 - 2016

AUGUST 2015			SEPTEMBER 2015		
1	Sat.	Students Council Inauguration	1	Tue.	
2	Sun.		2	Wed.	
3	Mon.		3	Thu.	
4	Tue.		4	Fri.	
5	Wed.	Tree Plantation	5	Sat.	Silver Jubilee Activity-3
6	Thu.		6	Sun.	
7	Fri.	Silver Jubilee Activity - 1	7	Mon.	
8	Sat.	Silver Jubilee Activity - 2	8	Tue.	
9	Sun.		9	Wed.	
10	Mon.		10	Thu.	
11	Tue.		11	Fri.	
12	Wed.		12	Sat.	Talent Search Programme
13	Thu.		13	Sun.	
14	Fri.	Hike	14	Mon.	
15	Sat.	Patriotic Singing Competition	15	Tue.	
16	Sun.		16	Wed.	Ganesh Chaturthi Holiday
17	Mon.	ISA	17	Thu.	Ganesh Chaturthi
18	Tue.	ISA	18	Fri.	
19	Wed.	ISA	19	Sat.	
20	Thu.		20	Sun.	
21	Fri.		21	Mon.	
22	Sat.	PTA General Body Meeting	22	Tue.	College re-opens after Ganesh Chaturthi Break
23	Sun.		23	Wed.	
24	Mon.		24	Thu.	
25	Tue.		25	Fri.	
26	Wed.		26	Sat.	Silver Jubilee Activity - 4
27	Thu.		27	Sun.	
28	Fri.		28	Mon.	
29	Sat.		29	Tue.	
30	Sun.		30	Wed.	
31	Mon.				

ACADEMIC CALENDAR 2015 - 2016

OCTOBER 2015			NOVEMBER 2015		
1	Thu.		1	Sun.	
2	Fri.	Gandhi Jayanti	2	Mon.	Winter Vacation
3	Sat.		3	Tue.	
4	Sun.		4	Wed.	
5	Mon.		5	Thu.	
6	Tue.		6	Fri.	
7	Wed.		7	Sat.	NSS - Special Camp
8	Thu.		8	Sun.	
9	Fri.		9	Mon.	
10	Sat.		10	Tue.	
11	Sun.		11	Wed.	
12	Mon.	F.Y., S.Y., T.Y., SEE	12	Thu.	
13	Tue.		13	Fri.	
14	Wed.		14	Sat.	
15	Thu.		15	Sun.	
16	Fri.		16	Mon.	
17	Sat.		17	Tue.	
18	Sun.		18	Wed.	
19	Mon.		19	Thu.	
20	Tue.		20	Fri.	
21	Wed.		21	Sat.	
22	Thu.		22	Sun.	
23	Fri.		23	Mon.	College re-opens after winter Vacation
24	Sat.		24	Tue.	
25	Sun.		25	Wed.	
26	Mon.		26	Thu.	
27	Tue.		27	Fri.	Annual Athletic Meet
28	Wed.		28	Sat.	Silver Jubilee Activity - 5
29	Thu.		29	Sun.	
30	Fri.		30	Mon.	
31	Sat.				

ACADEMIC CALENDAR 2015 - 2016

DECEMBER 2015		JANUARY 2016	
1	Tue.	1	Fri.
2	Wed.	2	Sat. College re-opening
3	Thu. Feast of St. Francis Xavier	3	Sun.
4	Fri. Result FY, SY	4	Mon.
5	Sat.	5	Tue.
6	Sun.	6	Wed.
7	Mon.	7	Thu.
8	Tue.	8	Fri.
9	Wed.	9	Sat. "PHOENIX - 2016"
10	Thu.	10	Sun.
11	Fri. Silver Jubilee Activity - 6	11	Mon.
12	Sat. Sports day	12	Tue. Youth Week
13	Sun.	13	Wed. "
14	Mon.	14	Thu. "
15	Tue.	15	Fri. "
16	Wed.	16	Sat. Silver Jubilee Activity - 7
17	Thu.	17	Sun. "
18	Fri.	18	Mon. "
19	Sat. Goa Liberation Day	19	Tue.
20	Sun.	20	Wed.
21	Mon.	21	Thu.
22	Tue.	22	Fri.
23	Wed. Annual Social Gathering	23	Sat.
24	Thu. X' Mas Break	24	Sun.
25	Fri.	25	Mon.
26	Sat.	26	Tue. Republic Day
27	Sun.	27	Wed. Talk Organised by Consumer Cell
28	Mon.	28	Thu.
29	Tue.	29	Fri.
30	Wed.	30	Sat.
31	Thu.	31	Sun.

ACADEMIC CALENDAR 2015 - 2016

FEBRUARY 2016		MARCH 2016	
1	Mon.	1	Tue.
2	Tue.	2	Wed. Founders day of Saraswat College
3	Wed.	3	Thu.
4	Thu.	4	Fri. Silver Jubilee Activity - 9
5	Fri.	5	Sat. Silver Jubilee Activity - 9
6	Sat.	6	Sun.
7	Sun.	7	Mon.
8	Mon.	8	Tue.
9	Tue. ISA (FY, SY, TY)	9	Wed.
10	Wed.	10	Thu.
11	Thu.	11	Fri.
12	Fri.	12	Sat.
13	Sat.	13	Sun.
14	Sun.	14	Mon.
15	Mon.	15	Tue.
16	Tue.	16	Wed.
17	Wed.	17	Thu.
18	Thu.	18	Fri.
19	Fri.	19	Sat.
20	Sat. Picnic - Students	20	Sun.
21	Sun.	21	Mon.
22	Mon. Talk (Consumer Cell)	22	Tue.
23	Tue.	23	Wed.
24	Wed.	24	Thu.
25	Thu.	25	Fri. Farewell for TY Students
26	Fri. Silver Jubilee Activity - 8	26	Sat.
27	Sat.	27	Sun.
28	Sun.	28	Mon. Silver Jubilee Activity - 10
29	Mon. Budget Seminar	29	Tue. Silver Jubilee Activity - 10
		30	Wed.
		31	Thu.

ACADEMIC CALENDAR 2015 - 2016					
APRIL 2016		MAY 2016			
1	Fri.	SEE Commences (FY, SY, TY)	1	Sun.	
2	Sat.		2	Mon.	
3	Sun.		3	Tue.	
4	Mon.		4	Wed.	Summer Vacation Begins
5	Tue.		5	Thu.	
6	Wed.		6	Fri.	
7	Thu.		7	Sat.	
8	Fri.		8	Sun.	
9	Sat.		9	Mon.	
10	Sun.		10	Tue.	
11	Mon.		11	Wed.	
12	Tue.		12	Thu.	
13	Wed.		13	Fri.	
14	Thu.	Ambedkar Jayanti	14	Sat.	
15	Fri.	Silver Jubilee Activity - 11	15	Sun.	
16	Sat.	Silver Jubilee Activity - 11	16	Mon.	
17	Sun.		17	Tue.	
18	Mon.		18	Wed.	
19	Tue.		19	Thu.	
20	Wed.		20	Fri.	
21	Thu.		21	Sat.	
22	Fri.		22	Sun.	
23	Sat.		23	Mon.	
24	Sun.		24	Tue.	
25	Mon.		25	Wed.	
26	Tue.	Result of FY, SY	26	Thu.	
27	Wed.		27	Fri.	
28	Thu.		28	Sat.	
29	Fri.		29	Sun.	
30	Sat.		30	Mon.	
			31	Tue.	

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

-

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	1	-	2	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	2	-	-	-
Others				
Total	3	-	2	-
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2 (B.com, BCA)
Trimester	1(BBA)
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
14	7	6	NIL	1(Principal)

2.2 No. of permanent faculty with Ph.D.

2

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
13	-	-	-	-	-	-	-	04	

2.4 No. of Guest and Visiting faculty and Temporary faculty

6

15

13

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	21	5	17
Presented papers	6	4	3
Resource Persons	Nil	1	

2.6

Innovative processes adopted by the institution in Teaching and Learning:

In order to facilitate and improvise the teaching learning following innovative process are adopted :

- Showing videos on subject related topics, conducting group discussions with the help of Videos
- Quiz and Presentations
- Case studies, Role play, Moodle and Seminar Presentation
- Movie based discussions and debates.
- Distributing reading material to the students for prior preparation
- Practical examples of Audit in companies, conducting exhibitions on E-commerce
- Giving assignments on topics to apply the concepts practically in different situation.
- Using Multimedia, PowerPoint and OHP for Audio Visual Presentation.
- Discussion with Entrepreneurs and visit to institutions facilitating Entrepreneurship Development.
- Using computers to teach Mathematics and Statistics with the help of Excel and other software.
- Guest lectures by industry experts.
- Self study though group discussion and group assignment.

2.7 Total No. of actual teaching days during this academic year 184

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

Ni	Nil	Nil
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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	151	4	22	27	22	75
BBA	50	Nil	95	5	Nil	100
BCA	28	14	14	54	18	100

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

CONTRIBUTION

- A syllabus execution plan is submitted by each subject teacher.
- One presentation has been made compulsory for each student.
- A workshop on “Framing of Objective Type Questions” was conducted.
- Faculty Improvement Programmes on “Learning methods on Higher Education” & “Preparation of minor project (proposal writing) for UGC” were conducted.
- Documentation of second component of ISA has been started.

MONITORING & EVALUATION

- At the departmental meeting the execution of syllabus plan is reviewed periodically.
- Evaluation of the teachers by the students is carried out and feedback is communicated to the teachers.

- Subject wise analysis of result is carried out and list of failures submitted to the teachers for further action on improvement of performance.
- Incase of BBA recommendation received from the Audit committee are considered and discussed for implementation.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	1
Faculty exchange programme	Nil
Staff training conducted by the university	2
Staff training conducted by other institutions	5
Summer / Winter schools, Workshops, etc.	Nil
Others	

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	6+1	Nil	Nil	3
Technical Staff	Nil	Nil	Nil	2

Criterion – III

3. Research, Consultancy and Extension

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

The research cell of the college conducted a state level 16 hour workshop on “Basics in Econometrics” from 08-12-2015 to 23-02-2016.

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	2	-	-	2
Outlay in Rs. Lakhs	-	-	-	Rs. 6 lakhs

3.4 Details on research publications

	International	National	Others
Peer Review Journals	8	-	-
Non-Peer Review Journals	2	-	-
e-Journals	4	-	-
Conference proceedings	2	-	-
Peer Reviewed e-Journals	-	-	-

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 <i>(other than compulsory by the University)</i>	-			
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		1
Sponsoring agencies	NAPCESS SAG		-		-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-						

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="4"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="4"/>	Any other	<input type="text" value="-"/>

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

- Neighbourhood Youth Parliament
- Youth Convention “Safal ani Sarthak Jeevan”
- Temple Cleaning Drive at Sateri Temple, Mapusa
- Rally for 70th Independence Day Celebrations “Nationalism & Patriotism”
- Visit to the Orphanage
- Beach Cleaning Drive
- “No Fuel Day”
- Donation for “Chennai Flood Relief”

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	-	-		-
Class rooms	-	-		-
Laboratories	-	-		-
Seminar Halls	-	-		-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-		-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-		-

Others	-	-		-
--------	---	---	--	---

4.2 Computerization of administration and library

Database of the following has been created: Text Books,reference books,and T.Y.B.Com Projects in New Gen Lib software.

4.3 Library services: 2009-2014 2014-2016

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	-	-	154	-	-	-
Reference Books	-	12,89,85 0/-	800	-	-	-
e-Books	-	-	-	-	-	-
Journals	23	-	06	-	-	-
e-Journals	-	-	-	-	-	-
Digital Database	NLIST	5000/-yr	NLIST	5000/YR	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	Maps, Globe	-	Maps, Globe	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	-	-	-	-	-	-	-	-
Added	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

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

Library notices issued time to time in order to inform the teaching faculty about the new arrivals,new services, new policies implemented in the library.

4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	-
iii) Equipments	-
iv) Others	-
Total :	-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

-

5.2 Efforts made by the institution for tracking the progression

-

5.3 (a) Total Number of students

UG	PG	Ph · D.	Others
BCom 484	-	-	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

No	%
----	---

-	-
---	---

Men

No	%
-	-

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
Bcom:358	11	01	141	-	516	347	10	01	126	-	484
BCA:39	-	-	76	-	57	39	-	01	20	-	60

Demand ratio

Dropout %

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

-

No. of students beneficiaries

-

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

<p>-Ms. Ketaki Natekar was appointed and worked as counsellor till 31.1.16</p> <p>-Placement cell org. a talk on "Careers in animation" on 24.6.15 by Mr. Francis D'Costa & Fabina D'Costa from Goa Arts and Animation Academy.</p> <p>- Students took part in "IQuest" org. by Maxcell Institute of Professional studies Pvt. Ltd. On 25.7.15. of which 6 students were selected for semifinals and 2 students qualified for finals.</p> <p>-Workshop on "Careers in Commerce" org. on 9.12.15 by Mr. Shyam Manavat and Ms.Kanan Tandi from Maxcell Institute.</p> <p>-Orientation talk on Skill Based Courses under "The Pradhan Mantri Kaushal Yojana"</p> <p>-Workshop on resume writing & interviews on 17.2.16 by Ms. Harsha Talaulikar.</p> <p>-Students attended the campus recruitment of INFOSYS on 9 1 16</p>
--

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

-

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural:

State/ University level

National level

International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	BCom-67 BCA-08	239050 273030
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: “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.

- Moodle is adopted for the purpose of conducting Quiz, Students feedback for teacher, uploading of study material.

- Further it was decided to introduce online admissions for the academic year 2016-17, however, due to time constraint it has been postponed to the next year.

- use of WhatsApp’s Internet for the staff & students for effective communication & exchange of information for the college activities.

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.
- Industrial visits and tours are conducted every year to provide practical exposure to them.
- Class wise seminars & workshops are conducted for the students for their curriculum development.

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
- Exhibition was held to familiarise students with the banking and auditing concepts

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 members.
- Paper presentations are made compulsory for all the lecturers 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.
- Minor research projects are undertaken by the faculties.

6.3.5 Library, ICT and physical infrastructure / instrumentation

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

6.3.6 Human Resource Management

- Faculty Development programmes are conducted at the beginning & end of every semester.
- Faculties attend and present research papers at state, national & International seminars & workshops.
- Faculties research papers are published in National & International Journals.

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 students Entrepreneurs are also invited to give valuable guidance.
- Students also visit various organisations and institutions as part of the project work.
- Industries/companies are invited to conduct campus interview.
- Study tour – visit to retail outlet (Mall).
- Students also visit various organisations and institutions as part of their ISA component
- Financial consultants/chartered accountants conduct program on financial matters for the staff as well as students.
- Plant industry visits are made by the students.

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
- E) Admission committee members were trained by software experts to do online admission.
- F) Students avail the facility of paying the tuition fees in instalments.

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
- Installation of AC's in the staff room, office, conference.
- Laptops are provided to the faculties for teaching
- Internet facility for development of knowledge
- Students – Wi-Fi is provided.

- Free copies of reference books provided to staff
- Meritorious students avail the facility of books from the library free of cost returnable at the end of the academic year.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type		External		Internal	
		Yes/No	Agency	Yes/No	Authority
Academic	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 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 meetings 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

- Ex-students of our college are members of different committees such as IQAC, NSS Advisory Committee.
- Time to time assistance provided by ex-students for organising of cultural events, academic programme and events such as phoenix and Silver Jubilee inauguration of college, International seminar
- Ex students visit our college as resource person /train our students in sports
- 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.
- PTA organise programmes (A state level parents meet was organised by our PTA on effective parenting and understanding adolescence on 31`/1/2016

6.13 Development programmes for support staff

- Every year college distributes uniforms to support staff
- College had organised a training programme on effectiveness at work place 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 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

-

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

-

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

-

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

7.4 Contribution to environmental awareness / protection

-

7.5 Whether environmental audit was conducted? Yes No

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

-

- TEI - Teacher Education Institution
- UPE - University with Potential Excellence
- UPSC - Union Public Service Commission
