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*

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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.

Monitoring Mechanism

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. 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.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016**:

➡ Having a functional IQAC.
➡ The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
➡ Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
➡ Upload the AQAR's on institutional website for access to all stakeholders.

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

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	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:	9421157379

Name of the IQAC Co-ordinator: MRS. STEROL J. GODINHO

Mobile: 9881467117

IQAC e-mail address: caculocollegeiqac@gmail.com

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

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/

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 **AQAR for the year** *(for example 2010-11)*   16th June, 2016 to 15th June, 2017

1.9 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 _____ 2014 - 2015 _____ (24/09/2015)
   ii. AQAR_____ ___2015 - 2016_____ (30/09/2016)
   iii. AQAR_____ _____ _ (DD/MM/YYYY)
   iv. AQAR_____ _____ __ (DD/MM/YYYY)

1.10 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 [V]

(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 [ ]

1.11 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

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

GOA UNIVERSITY

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

Autonomy by State/Central Govt. / University   [--]

University with Potential for Excellence	--	UGC-CPE	--
DST Star Scheme	--	UGC-CE	--
UGC-Special Assistance Programme	--	DST-FIST	--
UGC-Innovative PG programmes	--	Any other (*Specify*)	--
UGC-COP Programmes	--		

2. IQAC Composition and Activities

2.1 No. of Teachers   06

2.2 No. of Administrative/Technical staff   01

2.3 No. of students   02

2.4 No. of Management representatives   01

2.5 No. of Alumni   01

2. 6 No. of any other stakeholder and

    community representatives   01

2.7 No. of Employers/ Industrialists   02

2.8 No. of other External Experts   O1

2.9 Total No. of members   15

2.10 No. of IQAC meetings held   03

2.11 No. of meetings with various stake holders: 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 | 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 [--]

Seminars/Workshops organised by the college with the help of IQAC members

 (ii) Themes

> 1)International Conference on sports for humanism & social transportation held at Kala Academy and Menezes Braganza
> 2)I day national symposium on "The goods & service Tax: Opportunities & Challenges organised by dept of accountancy and PTA on 12/1/17.
> 3)1 day national seminar on CSR: Partnering for sustainable development. on 10/3/17 organised by Commerce & Mgmt Dept.
> 4)Heartfulness Youth seminar was organised from 26-29/1/17 in association with Heartfulness institute for the youth of Goa Rural Maharashtra and coastal Karnataka on 'Why do we meditate?' at Patidar Bhavan, Davorlim, Goa.
> 5)1 day state level seminar on 'Promotion & Issues of sports in Goa on 8/4/17 organised. By the sports dept.
> 6)1 day state level workshop on documenting using Latex organised by dept. of Computer Science
> On 22/4/17
> 6)1 day state level seminar on 17/2/17 'Initiatives towards building a sustainable Goa' jointly orgd. by economics dept. & Education dept.
> 7)At Institutional Level : i)A seminar 'Aarogya ! A healthy mind in a healthy body orgd. by FYBCOM(A) on 26/7/16the sessions were on mental health, healthy diets n Stress management ii)Seminar organised.. by FYBCom (B) on 23/9/16, the sessions were on Mental Health Issues, Students & Peer pressure. iii) Intercollegiate photography workshop on 14th & 15th January'17 in Collaboration with NIKON'college scapes' iv)A study technique workshop on 25/3/17 for FYBCOM & SYBCOM v)Research/Consultancy cell of college organised. 1 day seminar on 26/4/17 on paper presentation.

2.14 Significant Activities and contributions made by IQAC

> To promote research activities in collaboration with
> research consultancy cell.

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
1)COLLEGE NEWSLETTER TO BE PUBLISHED(QUARTERLY/BY-ANNUALLY	- WILL BE INTRODUCED SHORTLY
2)TRAINING PROGRAMME FOR STUDENTS TO BE ORGANISED WITH HELP FROM INDUSTRY.	-MR. SANSHIL MASCARENHAS WILL BE CONTACTED FOR THE SAME
3)ORGANISATION OF NATIONAL SEMINAR	-WILL BE CONDUCTED
7)IQAC MEMBER TO BE INVITED TO SPEAK TO TYBCOM STUDENTS ON WHAT INDUSTRY EXPECTS FROM THE B.COM STUDENTS.	MR. SANSHIL MASCARENHAS, IQAC EXTERNAL MEMBER WILL BE INVITED AS PROPOSED.

Attach the Academic Calendar of the year as Annexure.

ACADEMIC CALENDAR 2016 - 2017

JUNE 2016			JULY 2016		
1	Wed.		1	Fri.	
2	Thu.		2	Sat.	
3	Fri.		3	Sun.	
4	Sat.		4	Mon.	
5	Sun.		5	Tue.	
6	Mon.		6	Wed.	
7	Tue.		7	Thu.	
8	Wed.		8	Fri.	
9	Thu.		9	Sat.	Valedictory of Silver Jubilee Celebrations
10	Fri.		10	Sun.	
11	Sat.		11	Mon.	
12	Sun.		12	Tue.	Last date for NSS Enrolment
13	Mon.		13	Wed.	
14	Tue.		14	Thu.	
15	Wed.	College Re-opens	15	Fri.	Seminar for Students F.Y. (A)
16	Thu.	Orientation for F.Y. Students	16	Sat.	NSS Inauguration
17	Fri.		17	Sun.	
18	Sat.		18	Mon.	
19	Sun.		19	Tue.	
20	Mon.		20	Wed.	
21	Tue.		21	Thu.	
22	Wed.		22	Fri.	
23	Thu.		23	Sat.	Students' Council Election
24	Fri.		24	Sun.	
25	Sat.		25	Mon.	
26	Sun.		26	Tue.	
27	Mon.		27	Wed.	Students' Council Inauguration
28	Tue.		28	Thu.	
29	wed.		29	Fri.	Seminar for F.Y. (B)
30	Thu.	Study Techniques Workshop	30	Sat.	
			31	Sun.	

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ACADEMIC CALENDAR 2016 - 2017

AUGUST 2016				SEPTEMBER 2016		
1	Mon.			1	Thu.	Talent Search Week
2	Tue.			2	Fri.	Talent Search Week
3	Wed.			3	Sat.	Talent Search Week
4	Thu.			4	Sun.	
5	Fri.	Tree Plantation		5	Mon.	Ganesh Chaturthi
6	Sat.	Seminar for Students of F.Y. (C)		6	Tue.	Ganesh Chaturthi
7	Sun.			7	Wed.	
8	Mon.			8	Thu.	
9	Tue.			9	Fri.	
10	Wed.			10	Sat.	College Re-opens
11	Thu.			11	Sun.	
12	Fri.			12	Mon.	
13	Sat.	Patriotic Singing Competition		13	Tue.	
14	Sun.			14	Wed.	
15	Mon.	Independence Day		15	Thu.	
16	Tue.	ISA		16	Fri.	
17	Wed.	ISA		17	Sat.	Seminar for Students of T.Y. (A)
18	Thu.	ISA		18	Sun.	
19	Fri.	ISA		19	Mon.	
20	Sat.	ISA		20	Tue.	
21	Sun.			21	Wed.	
22	Mon.	ISA		22	Thu.	
23	Tue.	ISA		23	Fri.	
24	Wed.	ISA		24	Sat.	
25	Thu.			25	Sun.	
26	Fri.			26	Mon.	
27	Sat.	PTA General Body Meeting		27	Tue.	
28	Sun.			28	Wed.	
29	Mon.	Talent Search Week		29	Thu.	
30	Tue.	Talent Search Week		30	Fri.	Study techniques Workshop
31	Wed.					

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ACADEMIC CALENDAR 2016 - 2017

	OCTOBER 2016			NOVEMBER 2016	
1	Sat.		1	Tue.	
2	Sun.	Gandhi Jayanti	2	Wed.	Winter Vacations
3	Mon.		3	Thu.	
4	Tue.		4	Fri.	
5	Wed.		5	Sat.	
6	Thu.		6	Sun.	
7	Fri.		7	Mon.	
8	Sat.		8	Tue.	
9	Sun.		9	Wed.	
10	Mon.		10	Thu.	
11	Tue.		11	Fri.	
12	Wed.	F.I.P. for Staff	12	Sat.	
13	Thu.		13	Sun.	
14	Fri.		14	Mon.	
15	Sat.	F.Y., S.Y., T.Y., Examinations	15	Tue.	
16	Sun.		16	Wed.	
17	Mon.		17	Thu.	
18	Tue.		18	Fri.	
19	Wed.		19	Sat.	
20	Thu.		20	Sun.	
21	Fri.		21	Mon.	College re-opens after winter vacation
22	Sat.		22	Tue.	
23	Sun.		23	Wed.	
24	Mon.		24	Thu.	
25	Tue.		25	Fri.	
26	Wed.		26	Sat.	Study Techniques Workshop
27	Thu.		27	Sun.	
28	Fri.		28	Mon.	Fun Feast
29	Sat.		29	Tue.	Fun Feast
30	Sun.		30	Wed.	Fun Feast
31	Mon.				

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ACADEMIC CALENDAR 2016 - 2017

DECEMBER 2016				JANUARY 2017		
1	Thu.			1	Sun.	
2	Fri.	Results of FY, SY B. Com		2	Mon.	College re-opens
3	Sat.	Feast of St. Francis Xavier		3	Tue.	
4	Sun.			4	Wed.	
5	Mon.			5	Thu.	
6	Tue.			6	Fri.	
7	Wed.			7	Sat.	"PHOENIX - 2017"
8	Thu.			8	Sun.	
9	Fri.	Seminar T.Y. (B)		9	Mon.	
10	Sat.			10	Tue.	
11	Sun.			11	Wed.	
12	Mon.	College Scapes		12	Thu.	Youth Week
13	Tue.			13	Fri.	Seminar T.Y. (C)
14	Wed.			14	Sat.	
15	Thu.			15	Sun.	
16	Fri.			16	Mon.	
17	Sat.			17	Tue.	
18	Sun.			18	Wed.	
19	Mon.	Goa Liberation Day		19	Thu.	
20	Tue.			20	Fri.	
21	Wed.			21	Sat.	
22	Thu.			22	Sun.	
23	Fri.	Annual Social Gathering		23	Mon.	
24	Sat.	X' Mas Break		24	Tue.	
25	Sun.			25	Wed.	
26	Mon.			26	Thu.	Republic Day
27	Tue.			27	Fri.	Talk Organised by Consumer Cell
28	Wed.			28	Sat.	
29	Thu.			29	Sun.	
30	Fri.			30	Mon.	
31	Sat.			31	Tue.	

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ACADEMIC CALENDAR 2016 - 2017

FEBRUARY 2017			MARCH 2017		
1	Wed.		1	Wed.	
2	Thu.		2	Thu.	Budget Discussion (Founders Day of Saraswat College)
3	Fri.	Seminar S.Y. (A)	3	Fri.	
4	Sat.		4	Sat.	
5	Sun.		5	Sun.	
6	Mon.		6	Mon.	
7	Tue.		7	Tue.	
8	Wed.		8	Wed.	
9	Thu.	ISA (FY, SY, TY)	9	Thu.	
10	Fri.	ISA	10	Fri.	Seminar S.Y. (C)
11	Sat.	ISA	11	Sat.	
12	Sun.	ISA	12	Sun.	
13	Mon.	ISA	13	Mon.	
14	Tue.	ISA	14	Tue.	
15	Wed.	ISA	15	Wed.	
16	Thu.	ISA	16	Thu.	
17	Fri.	ISA	17	Fri.	
18	Sat.		18	Sat.	
19	Sun.		19	Sun.	
20	Mon.		20	Mon.	
21	Tue.		21	Tue.	
22	Wed.	Talk (Consumer Cell)	22	Wed.	
23	Thu.		23	Thu.	
24	Fri.	Seminar for S.Y. (B)	24	Fri.	
25	Sat.	P.T.A. Meeting	25	Sat.	
26	Sun.		26	Sun.	
27	Mon.		27	Mon.	
28	Tue.		28	Tue.	Farewell for T.Y. B. Com Students
			29	Wed.	
			30	Thu.	
			31	Fri.	F.I.P.

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ACADEMIC CALENDAR 2016 - 2017

APRIL 2017		
1	Sat.	
2	Sun.	
3	Mon.	FY, SY, TY examinations commence
4	Tue.	
5	Wed.	
6	Thu.	
7	Fri.	
8	Sat.	
9	Sun.	
10	Mon.	
11	Tue.	
12	Wed.	
13	Thu.	Ambedkar Jayanti
14	Fri.	F.I.P. for Non-teaching Staff
15	Sat.	
16	Sun.	
17	Mon.	
18	Tue.	
19	Wed.	
20	Thu.	
21	Fri.	
22	Sat.	
23	Sun.	
24	Mon.	
25	Tue.	Results of FY, SY B. Com
26	Wed.	
27	Thu.	
28	Fri.	
29	Sat.	
30	Sun.	

MAY 2017		
1	Mon.	
2	Tue.	C. A. Examinations
3	Wed.	
4	Thu.	Summer Vacation
5	Fri.	
6	Sat.	
7	Sun.	
8	Mon.	
9	Tue.	
10	Wed.	
11	Thu.	
12	Fri.	
13	Sat.	
14	Sun.	
15	Mon.	
16	Tue.	
17	Wed.	
18	Thu.	
19	Fri.	
20	Sat.	
21	Sun.	
22	Mon.	
23	Tue.	
24	Wed.	Special Repeat Examinations.
25	Thu.	
26	Fri.	
27	Sat.	
28	Sun.	
29	Mon.	
30	Tue.	
31	Wed.	

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2.15 Whether the AQAR was placed in statutory body   Yes ☐   No ☑

Management ☑   Syndicate --   Any other body --

Provide the details of the action taken

- Management granted seed money for promotion of research project.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
24	16	7	Nil	1

2.2 No. of permanent faculty with Ph.D.

4

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	-	-	-	-	-	-	-	13	-

2.4 No. of Guest and Visiting faculty and Temporary faculty 　8　　9　　6

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	11	15	11
Presented papers	5	9	2
Resource Persons	0	2	0

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

In order to enhance the teaching learning process innovative processes and practices are adopted depending upon the suitability for the course.

A majority of the faculty supplement the lecture method with power point presentations. Use of multimedia and Moodle is also done.

The topics given for assignments are selected so as to give a practical exposure to the students on the topics related to the relevant course. E.g. interviews of auditors, entrepreneurs, collection of data from various organisations. Videos and short films are also shown in the class to supplement teaching-learning. Field trips are organised to regional offices of institutions like SEBI, RBI to help students understand better how these institutions function.

Group discussions, role plays, problem solving in groups, quiz, presentations, creating videos are used to encourage team work and boost creativity and confidence of students. Guest lectures by resource persons are organised on specific topics.

2.7   Total No. of actual teaching days during this academic year   191

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

2.9   No. of faculty members involved in curriculum
      restructuring/revision/syllabus development   13(BBA)   2(B.COM)
      as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students   80%

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	131	5%	20%	43%	22%	90%
BBA	50	-	90%	2%	2%	94%
BCA	11	9%	27%	36%	18%	90%

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

Contribution

 IQAC contributes to quality enhancement of learning process through its various suggestions like:

- Compulsory presentations for students in every course once a year.

- Organisation of class seminars by the students of respective classes.

- Mentoring of groups of students by faculty.

- Workshops on "study techniques".

Monitoring and Evaluation

Monitoring and evaluation is carried out through the following systems:

- Review of syllabus plans by departmental heads.

- Evaluation of teachers by students and communication of feedback to the teachers.

- Analysis of result for further improvement.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	0
UGC – Faculty Improvement Programme	2
HRD programmes	2
Orientation programmes	1
Faculty exchange programme	0
Staff training conducted by the university	1
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	9	2	0	1
Technical Staff	5	0	0	1

Criterion – III

3. Research, Consultancy and Extension

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

Minor research projects-promoted and funded by the management

Incentives to faculty for writing & publishing reach papers

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	7		
Non-Peer Review Journals		1	
e-Journals			
Conference proceedings	4	7	

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	2016-17	Management Caculo College	Rs.60,000/-	
Students research projects *(other than compulsory by the University)*	--	--	--	--
Any other(Specify)	--	--	--	--
Total				

3.7 No. of books published   i) With ISBN No. | 1 | 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	3	4	5		10
Sponsoring agencies					

1)State Govt.   2)NAPESS

3.12 No. of faculty served as experts, chairpersons or resource persons | 3 |

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 | Rs.60,000 |

Total | Rs.60,000 |

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
				2		2

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 | 5 | 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 | | College forum | ✓ |

   NCC | | NSS | √ | Any other | |

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

NSS

--Organised a special residential NSS camp in Nov, 2016 (Academic year 2016-17)
--Organised a blood Donation Camp(Jan 2017)
--Paper Bags Making Project(Sept, 2016 , April 2017)
--Cleaning of Sateri and Bodgeshwar Temple premises(Sept, 2016 , March 2017)
--A survey on sanitation in Khorlim slums (Oct, 2016)

<u>Sports</u>

Sports department conducted a workshop on yoga for beginners in June, 2017

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4400 sq.mt	-	-	4400 sq.mt
Class rooms	16	05	-	21
Laboratories	03	--	-	03
Seminar Halls	01	--	-	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	66	Govt. Grant	66
Value of the equipment purchased during the year (Rs. in Lakhs)	-	Rs.570410/-		Rs.570410/-
Others –UPS	15	-	-	15
CANTEEN	-	01	--do-	01
GIRLS WASHROOM	-	01	--do--	01

4.2 Computerization of administration and library

AS PER LAST YEAR

4.3 Library services: 2009-16   2016-17

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	154	6,30,566.65	66	23,696.1	220	7,18,963.75
Reference Books	800	11,71,052.35	255	1,37,421.38	1055	13,15,985.67
e-Books	--		--	--	--	
Journals	23	87,916	2	5,900/-	25	93,816
e-Journals	--		2	1000		1000/-
Digital Database	NHST	5,750/-	NLIST	5750		5750
CD & Video	--		--			
Others (specify)	--		29	26,191.52		26,191.52

Others –Reports -19 ,Mannual-3,Hand book -2,year book-1,Encylopidia-2,Dictionery-1,Biograghy-1

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others library
Existing	114	94	114	-	-	12	-	03
Added	11	05	-	-	-	-	-	-
Total	125	99	114	-	-	01	-	03

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

> 1 program for class IV employee for Computer literacy program .

4.6 Amount spent on maintenance in lakhs :

   i) ICT /computer/Laptos   48118/-

   ii) Campus Infrastructure and facilities   87688/-

   iii) Equipments   39380/-

   iv) Others   46377/-

                         Total :   221563/-

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
784	-	-	-

(b) No. of students outside the state

11

(c) No. of international students

12

Men	B.COM	Women

No	%
	-

No	%
	-

BBA

No	%
	56

No	%
	44

BCA

No	%
	-

No	%
	-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
537	10	02	159	-	708	589	15	04	196	-	804

Demand ratio   3 students for every seat   Dropout % 1%

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

N/A

No. of students beneficiaries   --

5.5 No. of students qualified in these examinations

NET   -   SET/SLET   -   GATE   -   CAT   3

IAS/IPS etc   -   State PSC   -   UPSC   -   Others   -

5.6 Details of student counselling and career guidance

Professional counsellor has been appointed in college for counselling of students and also each class teachers has been appointed for academic counselling.

Career guidance talks has ben held for students of TY Bcom

BBA department has a placement cell. On an average 30% of students are placed in various companies through the cell. Career related talks are also organ sing of the cell.

BCA-Helin technologies conducted talk on mobile app development.
Msc.(IT) chowgule college held a session on Msc(IT) post-graduation studies after BCA Operand technologies conducted a talk on Industry oriented software development courses.

B.COM
Organised   session on banking
A session on"Personality Development" by behavioural analyst Ms.Kanan Tandi on
A career Councelling on "Career as a chartered Secretary" was conducted by the career counselling of ICAI .
A short term personality development was conducted by Ms.Kanan Tandi.
Sessions on creation of portfolio was conducted by Shri.Kavir Shirodkar in TY.Bcom.
Under Career counselling a session on"Career as a company Secretary was conducted by CS Shri.Santosh Patil who is also the former student of the college.
"Education Risk Management" session for TY.B.COM
10 students attended one day state level workshop on"Techniques to learn the IBS Bank Examination" organized by the Govt.college of Margao.

No. of students benefitted   7(2016-17)

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
-	-	-	7

5.8 Details of gender sensitization programmes

BCA-Talk was conducted on the occasion of women's day

5.9 Students Activities

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

State/ University level   8   National level   2   International level   --

Intercollegiate Sports:-2 students

No. of students participated in cultural events

State/ University level   34   National level   6   International level   --

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

Sports : State/ University level   3   National level   --   International level   --

Cultural: State/ University level   7   National level   --   International level   --

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	--	--
Financial support from government	17	47,940/-OBC scholarship
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11   Student organised / initiatives

Events

BCA "IT Maestro"

B.COM-Phoenix

BBA-Odyessy

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 | 04 |

BCA-"Going Cashless…New reality" talk by Saraswat students   for the parents and staff.

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 an aim of promoting a healthy and progressive society.

Mission:-To impart value added education to nurture creative abilities of our youth, to develop professional competence with a focus on opportunities for individual excellence and the collective wellbeing of community

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

B.COM
--Feedback from industry.
--Feedback is collected in respective subjects from students as regards in syllabus and other aspects.
BCA
:-Feedback is collected each subject
--Department organised industrial visits
--Different workshop & talks are organised

6.3.2 Teaching and Learning

--Lecture plan ,group discussion
--Field visits, field assignments
--Resource person (expensive are called) to deliver lecture

BCA:-PPT Presentations and videos are used for teaching
    --Case study is given for students

6.3.3 Examination and Evaluation

No change feedback from last year's exam committee members-Same as last year

BCA:-Quiz component evolution is done through learning Mgmt. system(Moodle)
Examination and result generation is done manually.

6.3.4 Research and Development

--Incentives are given for teachers in terms of Xerox faculty paper corrections ,duty leave for collection of data
--Organised a course on SPSS
--Conducted a talk of quality publications
--Conducted teachers seminar-paper presentations.
--Paper presentation are made compulsory
--Faculties are attending seminar workshops short term courses

6.3.5 Library, ICT and physical infrastructure / instrumentation

3 comparatives with net connectivity one photocopying machine, o1 printer with scanner, library inning new genie library content management software for creation on library data base

BCA:-Students avail the books from the college common library

6.3.6 Human Resource Management

--Faculty development programmes are conducted every sem.
--Faculties attend & present research papers at state ,National and insurance seminar.
BCA:-Faculty development programs were conducted

6.3.7 Faculty and Staff recruitment

--New recruitment of teaching staff due to increase in one more division (FY-D) Same as last years

BCA:-Recruitment of teaching staff is done on merit basis.

6.3.8 Industry Interaction / Collaboration

--Field visits
--Campus interview
--Exert are invited from different industries at make the students aware of the requirement of the industry and the nature of skills they are expecting from Entrepreneurs are also invited to give valuable guidance
BCA:-Industry experts are invited to conduct workshops
--Students visits companies
--Placement

6.3.9   Admission of Students

--Concession in fees for needy students. Admission are done as per CBCS system
Same as last year
BCA:-Prospectus is revised
Entrance exam is conducted
Studnets avail facility of paying tution fees in instalments.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	--Internet and Wifi facility provided --Fee payments through instalments

- 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' and from this year to daily wage staf
- First Aid box with medicine made available to staff and students.
- Safe drinking water through water cooler and water filter
- Security cabin is provided to the watchman
- Common room facility for girt students.
- Washroom has been provided for the girl students.
- From this year Gymkhana facility has been provided to students staff
- Steel railing all along the steps upto 4th floor has been put to help the physical disabled to limb up.
- Festival bonus is being given to the sweeper/Watchmen C/B by the teaching staff every year.

6.5 Total corpus fund generated   2335080

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	No	--	Yes	Course Co-ordinator
Administrative	B.COM	Yes	-	No	-
	BBA	No	-	Yes	Practising CA-Sham Kamat
	BCA	No	-	No	--

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

For UG Programmes   Yes √   No ☐

For PG Programmes   Yes --   No --

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

> BCA-As per affiliating University guidelines

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

> BCA—College prepares FY &SYBCA exam time tables
> --Conduct ISA Exams
> --Activities like industrial visits, study tour, workshops are decided by college
>
> B.COM-College prepares first year & Second year B.com timetable well in advance by conducting meeting with examination committee members.
> Students councils election are conducted every year.Where by 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 visit our college as resource persons
--Assistance in provided in terms of time and money for organising cultural and academic events like Phoenix.
--Ex-Students are members of various committees such as IQAC,NSS, advisory Committees etc.
--Ex-students sponsor and award various scholarship and prizes to the students of our college

6.12 Activities and support from the Parent – Teacher Association

--PTA provided financial help for conducting various seminar to the students like class seminar, study techniques, remedial coaching classes.
--PTA extends financial assistance to the students to pay their fees (partly) to attend the workshops/seminar on relevant topics like GST.
--PTA and Dept.of Accounting organised a national conference on "The GST- Opportunities & challenges"
Talk was conducted for parents on effective parenting at Class 3 stage
PTA provide funding per class Seminars for outside resource persons, for study tecniques. Half of the funding by PTA to organise national Conference on GST challenges and opportunities ahead.

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

--Use of LED Lights.
--Maintenance of Garden.
--Floral welcome of the resource persons by presenting potted plants.
--Organising of independence day, Goa Liberation day and Republic day.
--Campus cleaning drive at Shri.Bodgeshwar temple in march 2017 and Sateri Devasthan on 2nd October.
--Celebration of youth day on 12th Jan , 2017 in association with live jam and JCI Calangute.
--paper bags making and distribution project on in both semesters.
--Inter-collegiate deportee competition on 21st Sept, 2016.On the topic "Will India reach UN; Sustainable Development Goals by 2020"
--Survey n sanitation in neighbourhood
--Cleaning drive in the Neighbourhood
--Collection of Milk packets and plastic bottles

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

> Innovations introduced during this academic year which have created a positive impact on the functioning of institution. Give Details.
>
> The college has introduced a Caculo College Research Scheme; where in teachers from the college can apply for sponsorship of their minor research projects under this scheme. The Scheme has budgeted a total of Rs.100000/- to encourage teachers to undertake academic research. Several teachers have applied for sponsorship of their research projects under this scheme and overall impact is very positive. The scheme is intended to encourage more and more teachers to register for PhD in the long run.

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

> 1.Organised seminar and workshops according to department wise.
> 2.Arranged Class Seminar for students.
> 3.Incentives for promotion or research.
> 4.Financial incentives were give teachers to attend seminars and present papers in National seminar
> 5.Conducted extension activities in nearby locality.
> 6.Arranged Faculty Development Programme.

7.3 Best Practices   **(Annexure 1)**

BEST PRACTICE- 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

7.3 Best Practices

<div align="center">

BEST PRACTICE- 2

</div>

1. **Title of the Practice**

Social Consciousness of the College.

2. **Goal**

The college believes that its role is not to only provide education and create graduates in the society but to shape the lives of the students and also shape the society as a whole. The college believes that it plays a vital role in 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.

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.

4. **The Practice**
   1. The NSS unit of the college has initiated several cleaning drives. The details of such activities undertaken in the academic year 2016-17 were as follows:
   a. **Campus Cleaning:** Campus cleaning drive was taken on several days, from 16th September 2016 to 30th September 2016.

   b. **Cleaning Drive & Volunteering at Sateri Devasthan:** On Occasion of Vardhapan Din, a cleaning drive was held at Sateri Devasthan, Khorlim on Thurs, 15th Sept. 2016 between 1:30 p.m. to 4:30 p.m. 51 volunteers from F.Y.C. 'C', S.Y.C. 'C' & T.Y.B.Com. participated in the cleaning drive. On Fri. 16th Sept. 2016, another group of T.Y.B.Com. and S.Y.B.Com. volunteers offered help during the Vardhapan Din celebration by serving food (Mahaprasad).

   c. **Neighbourhood Cleaning Drive**: To commemorate Gandhi Jayanti and under Swatch Bharat Abhiyan, a cleanliness drive i.e., Sramdaan was undertaken on Sun. 2-October-2016 from 9:00 a.m. to 12:00 p.m. The volunteers classwise took cleaning and garbage collection in the neighbouring vincinity of the college, namely, Atmaram Hotel, St. Joseph Bakery Road, Usapkar Junction, Primary School Building complex, Excel Educational Institute, Lotliker Store, Ganapati temple, Konuri's house, Govt. Primary School complex, Kailash Nagar etc. 226 NSS volunteers from the college along with teaching and non-teaching staff participated in the cleaning drive.

   d. **Bodgeshwar Temple Cleaning:** A cleaning drive will be undertaken by T.Y.B.Com at Bodgeshwar Temple on Sundays, 19th and 26th March 2017 from 9:00 a.m. to 1:00 p.m. The cleaning included garbage & plastic collection, mopping temple floor and watering the plants in the temple premises.

   e. **Beach Cleaning Drive :**BBA department organized a beach cleaning drive on the 25th of January, 2017 at the Betalbatim Beach.

   2. N.S.S wing of the college organizes regular rallies in creating awareness for Vector Bourne Diseases (Malaria), Aids. College also organizes regular Medical camps and blood donation programs for the society.

   3. 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.

   4. Our students were encouraged to actively participate in the anti-corruption rally during the Anna Hazare andholan. They participated in large numbers.

5. Students visit Old Age Homes/ Apna Ghar for homeless kids to distribute food, clothes and also to spread a cheer among the inmates

6. 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.

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. 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.

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

8. Contact Details

   Name of the
   Principal:
   Dr.Santosh Patkar
   Name of the
   Institution:Saraswat
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7.4 Contribution to environmental awareness / protection

1. **Campus Cleaning:** Campus cleaning drive was taken on several days, the details of it are as follows:

Date	Class	
Fri. 16th Sept. 2016 (12:00 p.m. onwards)	F.Y. 'C', S.Y. 'C' & T.Y.B.Com.	68 volunteers
Sat. 17th Sept. 2016 (1:30 p.m. onwards)	S.Y. 'C' & T.Y.B.Com. Volunteers	60 volunteers
Mon. 19th Sept. 2016 (1:30 p.m. onwards	)S.Y.B.Com. 'C'	18 volunteers
Tue. 20th Sept. 2016 (1:30 p.m. onwards)	F.Y. 'C' & S.Y.B.Com. 'C'	40 volunteers
Thu. 22nd Sept. 2016 (1:30 p.m. onwards)	F.Y. 'C' & S.Y.B.Com. 'C'	44 volunteers
Fri. 23rd Sept. 2016 (1:30 p.m. onwards)	F.Y.B.Com. 'C'	46 volunteers
Mon. 26th Sept. 2016 (1:30 p.m. onwards)	F.Y. 'C' & S.Y.B.Com. 'C'	58 volunteers
Tue. 27th Sept. 2016 (1:30 p.m. onwards)	F.Y. 'C' & S.Y.B.Com. 'C'	57 volunteers
Wed. 28th Sept. 2016 (1:30 p.m. onwards)	F.Y. 'C' & S.Y.B.Com. 'C'	12 volunteers
Thu. 29th Sept. 2016 (12:05 p.m. onwards)	F.Y. 'C', F.Y. 'C' & T.Y.B.Com.	92 volunteers
Fri. 30th Sept. 2016 (12:05 p.m. onwards)	T.Y.B.Com. Volunteers	70 volunteers

2. **Cleaning Drive & Volunteering at Sateri Devasthan:** On Occasion of Vardhapan Din, a cleaning drive was held at Sateri Devasthan, Khorlim on Thurs, 15th Sept. 2016 between 1:30 p.m. to 4:30 p.m. 51 volunteers from F.Y.C. 'C', S.Y.C. 'C' & T.Y.B.Com. participated in the cleaning drive. On Fri. 16th Sept. 2016, another group of T.Y.B.Com. and S.Y.B.Com. volunteers offered help during the Vardhapan Din celebration by serving food (Mahaprasad).

3.Classroom Cleaning Contest: Under Swatch Bharat Initiatives and on occasion of Gandhi Jayanti, the Unit organized classroom cleaning on Sat. 1-October-2016 during 5th and 6th lecture. All NSS volunteers from the 9 classes of B. Com. took part in the cleaning drive. It was a cleaning drive cum competition in which TYC and FYC emerged as the best class cleaned.

4.Neighbourhood Cleaning Drive: To commemorate Gandhi Jayanti and under Swatch Bharat Abhiyan, a cleanliness drive i.e., Sramdaan was undertaken on Sun. 2-October-2016 from 9:00 a.m. to 12:00 p.m. The volunteers classwise took cleaning and garbage collection in the neighbouring vincinity of the college, namely, Atmaram Hotel, St. Joseph Bakery Road, Usapkar Junction, Primary School Building complex, Excel Educational Institute, Lotliker Store, Ganapati temple, Konuri's house, Govt. Primary School complex, Kailash Nagar etc. 226 NSS volunteers from the college along with teaching and non-teaching staff participated in the cleaning drive.

5.Bodgeshwar Temple Cleaning: A cleaning drive will be undertaken by T.Y.B.Com at Bodgeshwar Temple on Sundays, 19th and 26th March 2017 from 9:00 a.m. to 1:00 p.m. The cleaning included garbage & plastic collection, mopping temple floor and watering the plants in the temple premises.

6.Beach Cleaning Drive :BBA department organized a beach cleaning drive on the 25th of January, 2017 at the Betalbatim Beach

7.5 Whether environmental audit was conducted?   No

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

-----

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

-The institution aims at continuing with its focus on its best practices which have been its hall mark over the last several years. The college also wants to encourage more and more teachers and students to undertake research

Name _____   *Name* _____

———***———

Annexure I

Abbreviati

7.5 Whether environmental audit was conducted?   Yes ☐ No ☐ √

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

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

> The institution aims at continuing with its focus on its best practices which have been its hall mark over the last several years. The college also wants to encourage more and more teachers and students to undertake research

Name _____   *Name _____*

  _____   _____

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

———***_____

CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution

SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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