The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution
(data may be captured from IIQA)

1. Name of the Institution   SARASWAT VIDYALAYA'S SRIDORA CACULO COLLEGE OF COMMERCE AND MANAGEMENT STUDIES

- Name of the Head of the institution :   DR SANTOSH B. PATKAR

- Designation: PRINCIPAL

- Does the institution function from own campus: Yes

- Phone no./Alternate phone no.: 0832-2250042 (principal), 0832-2254478 (B.Com office)

- Mobile no.: 9421157379

- Registered e-mail: caculocollege@gmail.com

- Alternate e-mail : patkar_santosh@rediffmail

- Address   : TELANG NAGAR, KHORLIM, MAPUSA BARDEZ GOA , INDIA

- City/Town   : MAPUSA

- State/UT   : GOA

- Pin Code   : 403507

2. Institutional status:
- Affiliated / Constituent: Affiliated

- Type of Institution: Co-education/Men/Women   **Co-education**
- Location : Rural/Semi-urban/Urban: **Urban**
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify)

   B.Com   Grants-in aid/ UGC 2f and 12 (B)

   BBA/BCA   Self financing
- Name of the Affiliating University: GOA UNIVERSITY
- Name of the IQAC Co-ordinator :   Ms. Sterol Godinho
- Phone no. : 9881467117

   Alternate phone no. 0832-2250042
- IQAC e-mail address: caculocollegeiqac@gmail.com
- Alternate Email address: caculocollege@gmail.com

3. Website address: http://www.caculocollege.ac.in/

   Web-link of the AQAR: (Previous Academic Year):

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

 4. Whether Academic Calendar prepared during the year? Yes/No....,   **yes**

if yes, whether it is uploaded in the Institutional website: NO

Weblink: ---

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B	2.47	2014	from:24/9/14 to: 23/9/19
2nd				from: to:
3rd				from: to:
4th				from: to:
5th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 09/11/2013

7**.** Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Participated in NIRF	Nov, 2018	-
Submission of AQAR to NAAC	January, 2018	-

> *Note: Some Quality Assurance initiatives of the institution are:*
> *(Indicative list)*
> - *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
> - *Academic Administrative Audit (AAA) conducted and its follow up action*
> - *Participation in NIRF*
> - *ISO Certification*
> - *NBA etc.*
> - *Any other Quality Audit*

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

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

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Directorate of Higher Education/ Central Education	RUSA	RUSA	2017-2018	100,00,000/-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: **yes**

*upload latest notification of formation of IQAC

Annexure 1   5741
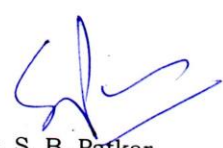
04/11/2016

NOTIFICATION

IQAC for the Academic year 2016-2017 to 2018-2019 is as follows:-

Dr. Santosh Patkar	Chairman
Ms. Sterol Godinho	Co-ordinator/ Member Secretory
Ms. Pragati Bhonsle	Internal member
Ms. Smruti Borkar	Internal member
Ms. Vishranti Salgaonkar	Internal member
Mr. Henrique D'souza	Internal member
Ms. Lynn Lobo	Internal member
Mr. Ashish Prabhu Verlekar	Management Representative
Adv. Sachin Desai	External member
Mr. Suraj Mantravadi	External member
Mr. Rajesh Amonkar	Exteral member
Dr. Harif Khanapuri	External member
Mr. Sansheel mascarenhas	External member
Miss Kudnekar Priya P	Student(FY 2016-17)
Miss Barve Gauri K	Student(SY 2016-17)

Dr. S. B. Patkar
PRINCIPAL
PRINCIPAL
S. V's Sridora Caculo College of
Commerce And Management Studies
Khorlim, Mapusa - Goa

Telang Nagar - Khorlim, Mapusa-Goa 403 507.

10. No. of IQAC meetings held during the year: 3

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….
Yes/No NO

(Please upload, minutes of meetings and action taken report)

Annexure II

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

A meeting of the IQAC was held on 19th August 2017 at 11.30 a.m in conference room. The following members were present

Dr Santosh B.Patkar	
Ms Smita Srivastava	
Dr Harip Khanapuri	
Ms Lynn Lobo	
Ms Sterol Godinho	
Ms Vishranti Salgaonkar	
Mr Henry Dsouza	
Ms Smruti Borkar	
Mr Suraj Mantravadi	
Mr Sanshil Mascaranehas	
Mrs Pragati Bhonsle	
Ms Gauri Barve	
Mr Rajesh Amokar	
Adv Sachin Desai	

Confirmation of Minutes

The minutes of the meeting held on 18th Feb,2017 was read and confirmed in the meeting

ACTION TAKEN REPORT ON THE ACTIVITIES RECOMMENDED IN PREVIOUS MEETING

Recommendation	Action taken
Information about optional papers in Prospectus	Already included in Prospectus
Publishing Newsletter	Prepared but not yet published
Academic – Industry activities	Conducted for all students
C.V writing workshop	Organised
MoUs	Signed with Rosary college of Arts and commerce
Soft Skilled Programmes	Organised
Feedback from Out Going Students	Taken and analysis prepared
Internship for B com Students	Will be started in Summer Vacation

After detail discussion the committee recommended following activities

1) Inter – exchange programme should be conducted

2) Separate meeting room should be constructed so that it can be used by students and Staff for conduct of various Meetings.

3) A Separate Discussion room should be made available in the Library for students .

4) Online library may be created for student to accesses the library information through online mode.

Ms Sterol Godinho proposed Vote of thanks

Ms Sterol Godinho   Dr Santosh B. Patkar

Co-ordinator ,IQAC   Principal

Annexure III

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

A meeting of the IQAC was held on 3rd March 2018 at 11.30 a.m in conference room. The following members were present

Dr Santosh B.Patkar	
Ms Smita Srivastava	
Dr Harip Khanapuri	
Ms Lynn Lobo	
Ms Sterol Godinho	
Ms Vishranti Salgaonkar	
Mr Henry Dsouza	
Ms Smruti Borkar	
Mr Suraj Mantravadi	
Mr Sanshil Mascaranehas	
Mrs Pragati Bhonsle	
Ms Gauri Barve	
Mr Rajesh Amokar	
Adv Sachin Desai	

Confirmation of Minutes

The minutes of the meeting held on 19th August 2017 was read and confirmed in the meeting

ACTION TAKEN REPORT ON THE ACTIVITIES RECOMMENDED IN PREVIOUS MEETING

Recommendation	Action taken
Inter-exchange Program	Not held but will betaken
Separate Meeting room	Request made to Management
Online Library	Will be taken in phase manner

After detail discussion the committee recommended following activities

1) Orientation to Students about optional papers

2) Activity based Report should be submitted on time to In charge person

3) Orientation programme to be held for teachers about the reporting of information with data

4) Student council Should be oriented for using the Suggestion Box

5) Meeting with the Students by class counsellor

6) College Annual Report should be prepared with proper format

7) Internship should be given priority in Bcom Students

Ms Sterol Godinho proposed Vote of thanks

Ms Sterol Godinho   Dr Santosh B. Patkar

Co-ordinator ,IQAC   Principal

Annexure IV

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

A meeting of the IQAC was held on 11th August 2018 at 11.30 a.m in conference room. The following members were present

Dr Santosh B.Patkar	
Ms Smita Srivastava	
Dr Harip Khanapuri	
Ms Lynn Lobo	
Ms Sterol Godinho	
Ms Vishranti Salgaonkar	
Mr Henry Dsouza	
Ms Smruti Borkar	
Mr Suraj Mantravadi	
Mr Sanshil Mascaranehas	
Mrs Pragati Bhonsle	
Ms Gauri Barve	
Mr Rajesh Amokar	
Adv Sachin Desai	

Confirmation of Minutes

The minutes of the meeting held on 3rd March ,2018 was read and confirmed in the meeting

ACTION TAKEN REPORT ON THE ACTIVITIES RECOMMENDED IN PREVIOUS MEETING

Recommendation	Action taken
Orientation of Optional Papers	Was conducted for Sy Bcom Students
Activity Based Report	Faculties have been informed to submit report in time and it is implemented properly
Using of Suggestion Box	Informed to students during the orientation programme
Meeting with students by counsellors	Not formal meeting held but informally discussed with students
Annual Report preparation	Will be prepared as per proper format
Internship for Bcom Students	Students worked in vacation in Industry as apart of internship

After detail discussion the committee recommended following activities

1) PTA member should be co-opted on IQAC cell.

2) Certificate courses and Skilled based courses Should be focussed

3) Common Admission test Preparation/ coaching should be Started

4) Programs on gender Sensitisation should be held.

5) More MOUs should be identified and Signed

6) Academic and Administrative Audit needs to be conducted

7) Alumni should be registered and some fund-Raising activities to be considered.

Ms Sterol Godinho   Dr Santosh B. Patkar

Co-ordinator ,IQAC   Principal

SARASWAT VIDYALAYAS

Sridora Caculo college of commerce & Management Studies

A meeting of the IQAC was held on 18th Feb,2017 at 11.30 in conference room. The following Members were present

Dr Santosh B.Patkar	
Ms Smita Srivastava	
Dr Harip Khanapuri	
Ms Lynn Lobo	
Ms Sterol Godinho	
Ms Vishranti Salgaonkar	
Mr Henrique Dsouza	
Ms Smruti Borkar	
Mr Suraj Mantravadi	
Mr Sanshil Mascaranehas	
Mrs Pragati Bhonsle	
Ms Gauri Barve	
Mr Rajesh Amokar	
Adv Sachin Desai	

Confirmation of Minutes

The minutes of the meeting held on 7th h April 2016 were read and confirmed in the meeting

ACTION TAKEN REPORT ON THE ACTIVITIES RECOMMENDED IN PREVIOUS MEETING

Recommendation	Action taken
Research centre in commerce	College is planning to set up in collaboration with other college . Since college does not have P.G
Certificate and Skilled based courses	College is conducting more number of certificate courses and also personality development, soft skill courses for Students
MOUs	College has signed MOU with Rosary College of Arts and Commerce, Power Engineering corporation
Inter exchange program	Planned to have with Gogte- Joglekar college Ratnagiri

After detail discussion the committee recommended following activities

1)Prospectus should contain brief idea about the optional papers

2) Newsletter to be published

3) More Academic and Industry interface activities to be organised .

4) C.V writing workshops to be held for final year students .

5) MOUs with industry to be increased .

6) conduct of Soft Skilled programmes

7) conduct feedback or exit interviews of Outgoing Students.

8) Internship to be started for the BCom Students.

 Ms Sterol Godinho Proposed Vote of thanks

Ms Sterol Godinho   Dr Santosh B. Patkar

 Co-ordinator ,IQAC   Principal

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?   Yes   √

        If yes, mention the amount: 3 lacs   Year: 2014

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

July, 2017 to June 2018

   1) Wokrshop on GST organised by Dept. of Accountancy on 15th & 16th, 2017.
   2) Dept. of Commerce & Accountancy organised an essay competition ' Has Democracy failed India or has India failed Democracy for college students on 16/08/2017
   3) Commerce & Management dept organized National Conference on 'Deliberating Entrepreneurship Development in a liberalized, Privatized and Globalized India on 16/09/2017.
   4) Class seminar cum workshop on the the "Constitutional Right – Legal Awareness" was organised by students on 23/09/2017.

5) Class seminar on the topic "stay motivated –stay confident" was organised by students on 17/02/2018.
6) A workshop on preparation of NAAC – Practical Aspects was held on 11/4/2018
7) International Yoga Day was organised by sports Dept. in association with Heartfulness Institute on 21/6/2017 for the students.
8) Dept. of Commerce & Management conducted coaching classes for NISM (National Institute of Securities Market) series V-A: Mutual fund Distributors certification examination for 2 months
9) Short Term certificate course in Tally 9.0 was organised by Dept. of Computer Science for FY/SY/TY students for 2 months
10) Field Trip for SY Bcom class was organised by Commerce & Management Dept to Securities Exchange Bank of India (SEBI) on 27/6/17
11) Study Visit to Reserve Bank of India head office, Panaji was organised for SYBCOM Students
12) Workshop was organised by the Entrepreneurship dept cell on Career in Business Analytics on 15/7/17
13) Field Trip by Commerce & Management Dept was organised to Saheli Self Help Group, Pilgao, Bicholim on 2/8/17
14) BCA dept organised a 2 day workshop on personality development and mage Enhacing on 1st March 18 and 3/3/18
15) 1 month certificate course in cutting and tailoring was conducted in Sept, Oct 2017
16) Short Term Certificate Course was organised by on "Data Analysis through MS Excel" for 3 montrhs
17) National Seminar organised by North Goa Ayurvedic Doctors Association in association with Sports Dept of our college, 80 doctors participated from different States held in month of May 2018

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

Plan of Action	Achievements/Outcomes
Mentoring of Students	Improvement of TY results

14. Whether the AQAR was placed before statutory body?   Yes /No: NO

   Name of the Statutory body: Date of meeting(s):

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?
   Yes/No: No   Date:

16. Whether institutional data submitted to AISHE: Yes/No:

   Year: 2017-18   Date of Submission: 08.03.2018

17. Does the Institution have Management Information System?
   No √

   If yes, give a brief description and a list of modules currently operational.
   (Maximum 500 words)

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institution has clearly stated goals and objectives which are reflected in its Mission & Vision Statement.Vision and Missions are published and displayed in the following: Prospectus, College Magazine Website and College Campus.

In order to achieve the realization of the above said mission of effective curriculum delivery, all the teachers in general are sent for trainings like refresher courses, seminars, conferences and workshops for upgradation of skills

➢ **Lesson Plan:**

Objective driven teaching/session plan is prepared at the beginning of the semester by the faculty incharge that helps with effective distribution of syllabus, clarity of curriculum and timely completion of the course. Objectives and Course Outcomes make a clear correlations with evidence based learning and teaching process.Adopting "outcome based approach" for the effective delivery of the curriculum. The lesson plan provides an insight on how the course is delivered in a semester which is communicated to the students. The syllabus , course outcomes and unit wise marks weightage is also discussed with the students in the beginning of the semester

►**Academic calendar** is prepared to plan out all academic and extra-curricular activities in the beginning of the semester.

➢ **ICT:** Audio-visual classrooms are provided to implement the curriculum effectively by adopting new and innovative teaching techniques, in addition to the traditional lecture method.Consequently, they collect and use the appropriate and updated books, digital resources, posters, audio-visual aids, multimedia and other ICT instruments in their class room teaching. College library also provides facility of e-journals.

➢ **Course Files:** The institution ensures effective delivery through a documented process by maintaining course files which documents all course session plan, answer books, assignments, attendance record, feedback of the students etc by all faculty members.

➢ **Continuous Evaluation**: In the monitoring and evaluative process of the curriculum, continuous evaluation is maintained throughout the year by conducting written ISA tests and employing learner centric techniques such as web related assignments, peer learning, group discussion, case studies, projects, group assignments, presentations, class seminars and viva voce surveys, Online quiz through LMS etc., as per the academic calendar.

➢ **Transparency:** Transparency and impartiality are maintained in the evaluation process. Evaluated

---

answer sheets are shown to the students with suggestions to improve wherever necessary. Statements of marks for internal assessment of students performance is prepared and displayed on notice board. Monthly Students attendance is recorded and displayed. Progress of the students is informed to their parents through meetings. The parents are invited to meet the HOD, faculty and class In-charge to have an on the spot assessment of the students.

➢ **Mentoring:** The teaching faculty mentors 15 students on academic and personal issues, thereby strengthening the bond between teachers and students, leading to a better learning atmosphere and to sustain their performance.

➢ **Academic-Industry Interface:** Several guest lectures and industrial visits are also arranged periodically to keep the students ahead of the existing knowledge. Bridging Industry –Institution gap with suitable value-added programmes and short-term add-on certificate courses. The communication skills of the students are built through aptitude session, critical thinking, group discussions and interviews to maximize placement. Students are encouraged to do field project work. Motivating students to present papers in class seminars.

➢ Monitoring of course delivery and syllabus completion through formal Insemester/Endsemester and informal feedbacks.

To sum up, as for the effective curriculum delivery, the teachers are the true critical internal role players implementing, assessing and imparting quality education to the students. The curriculum categorically identifies the outcomes of the learning, standards and competences of the students and helps build a solid foundation to support learning in their current and higher level of studies.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
	nil			
Entreprenuership Development Certificate Programme		2017-18	Yes	-
Certificate course in Fitness Training		2017-18	-	Yes

Mutual Fund Advance Module		2017-18		Yes	
Self defence		2017-18		Yes	
Certificate course in Taxation		2017-18		Yes	

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
		NB0.001.1 Desktop Publishing & Video Editing (Term 1) 2014/2015/2016/2017/2018 **NB 0.001.3 Web Designing (Term 3)** **NB 0.08 Social Issues & Awareness (Term 5)** **NB0 018 Career Planning (Term 9)** **NB0 017 Music Appreciation (Term 10)** **Code : BBON001 Introduction to German Language – 1 Credits3 (Term 11)** **Code : BBON002 Introduction to German Language -2 Credits 3** **Code : BBON003 Conversational Portuguese (Beginners level) Credits 4** **Code : BBON004 Quilling Art Credits 2** **Code : BBON005 Flower Making Credits 2** **Code : BBON006 Basics of Professional Photography Credits 3** **Code : BBON007 Introduction To Advance Photographic techniques. Credits 2** **Code : BBON008 Creative writing Credits 2** **Code : BBON009 Warli Painting Credits 2** **Code : BBON010 Vedic Maths Credits 2** **Code : BBON011 Introduction to Computer Networking Credits 2** **Code : BBON012 Physical**	**2017**

		Health & Games I Credits 2 **Code : BBON013 Physical Health & games II Credits 2** **Code : BBON014 Repair And Maintenance of Home Appliances. Credits 2** **Code : BBON015 Introduction to Handbuilding Credits 2** **Code : BBON016 Pottery Credits 4** **Code : BBON017 Introduction to Advance Pottery Credits 2** **Code : BBON018 Batik Printing Credits 2** **Code : BBON019 Block Printing & Stencil Making Credits 3** **Code :BBON020 Body, mind and Theatre – Concepts & practice Credits 2** **Code : BBON021 Film Appreciation Credits 2** **Code : BBON022 Health & Nutrition Credits 2** **Code : BBON023 International Relations Credits 2** **Code : BBON024 Music Appreciation Credits 2** **Code : BBON025 Cultural Heritage of Goa - 1 Credits 2** **Code : BBON026 Cultural Heritage of Goa – 2 Credits 2** **Code : BBON027 Theatre Art Credits 2** **Code: BBON028 Critical Thinking Credits 2** **Code: BBON029 Indian Political Environment Credits 2** **BCA_CS_E06 Human Computer Interaction**	

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

Name of Programmes adopting CBCS	**UG**	**PG**	Date of implementation of CBCS / Elective Course System	**UG**	**PG**
Bcom	**UG**	**-**	2017 (CBCS)		
Already adopted (mention the year) BBA (Elective) 2000 BCA (Elective) 2008					

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

	Certificate	Diploma Courses
No of Students		

1.3 Curriculum Enrichment

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

Value added courses	Date of introduction	Number of students enrolled
1. Public Speaking Skill/ Oral Communication (30 HOURS) 2. Written Communication/Group Discussion (30 HOURS) 3. Negoitation Skills/Interview Facing Skills (30 HOURS) 4. Report Writing Skills/Interpersonal Skills/Mock Interview By Executives (45 HOURS)	2017-18	164

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
BBA (Internship)	**164**
BCA (TYBCA Porject Work)	**18**

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	No	No	No	Yes

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

The institution makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process, whether the institute/ teachers use student-centric methods, such as experiential learning and problem solving methodologies for enhancing learning experiences, the questionnaire asks.
Feedback on extracurricular activities, and skill based courses are asked.

Individual course feedback is taken after the first internal class test as well as overall feedback is collected from every student at the end of every Semester to improve the overall
quality of the course. The feedback taken is maintained in the respective Course Files maintained by each faculty which is then examined by the academic audit committee during the annual academic audit. The feedback collected is also discussed by the principal, the concerned faculty and the course coordinator. Suggestions given by the students in the feedback is used for improvement of teaching methodology and the course delivery.

The survey allows the teachers to identify the students strengths and weaknesses and encourage and help to overcome them,

Finally, the survey asks students about the overall quality of teaching-learning process in their institute. Suggestions from students improves the overall teaching – learning experience in the institution.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.Com.	624	568	568
B.B.A	165	225	164
B.C.A	120	72	72

2.2 Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-18	804	NIL	28	NIL	NIl

2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
50	46	LCD projectors & Screen	18	NIL	Internet, Inflibnet

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

The institution has a conducive environment for free dialogue and discussion between the teachers and the students. As such the students informally contact subject teachers for any problem that they face. In addition the institution has a three tier mentoring mechanism for mentoring of students.

Each class has two class counsellors who perform the task of mentoring. In order to give personal attention to students, around 10-15 students are allotted to an individual teacher mentee who also counsels the students. The institution has also appointed a professional counsellor who counsels the students. Besides the students also freely approach any individual subject teacher who they are comfortable with for discussing their problems. Teachers too take an active interest in resolving their problems.

The class counsellors are in touch with the students for the day to day activities. The data from the assigned mentees is collected by the respective teacher mentors and they are encouraged to discuss their problems. If the teacher mentors feel that the problem needs professional counselling then the students are advised to go for professional counselling.

In general the students are informed about the availability of professional counsellor and are encouraged to take assistance in case of any problem faced.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
804	28	1:28

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
28	28	NIL	12	4

2.4.2 Honours and recognitions received by teachers
(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	*Name of full time teachers receiving awards from state level, national level, international level*	*Designation*	*Name of the award, fellowship, received from Government or recognized bodies*
NIL	NIL	NIL	NIL

2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
BCom		**Semester 1**	**31/10/2017**	**23/01/2018**
		Semester 2	**24/04/2018**	**18/05/2018**
		Semester 3	**30/10/2017**	**02/01/2018**
		Semester 4	**23/04/2018**	**29/05/2018**
		Semester 5	**03/11/2017**	**15/12/2017**
		Semester 6	**27/04/2018**	**04/06/2018**
B.B.A			**31/03/2018**	**01/08/2018**
B.C.A		**Semester 1**	**08/11/2017**	**10/01/2018**
		Semester 2	**13/04/2018**	**10/05/2018**
		Semester 3	**04/11/2017**	**10/01/2018**
		Semester 4	**28/04/2018**	**10/05/2018**
		Semester 5	**30/10/2017**	**15/12/2017**
		Semester 6	**24/04/2018**	**04/06/2018**

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

The continuous Internal Evaluation is known as Intra Semester Assessment (ISA) in case of B com, internal evaluation in case of BBA and InSem evaluation in case of BCA. The conduct of CIE is based on the statutes relevant to the respective programme.

The institution has a formal mechanism for conduct and monitoring of Continuous Internal Evaluation in the form of Intra Semester Assessment (ISA) Monitoring Committee. Some teachers have started using emails for accepting assignments. The components of continuous Internal Evaluation are being continuously changed by the teachers depending on the course and latest developments.

BBA has changed the grading system to marks.

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

The Academic calendar for the institution is prepared at the beginning of the academic year by incorporating and in alignment with the annual planner received from the affiliating Goa University.

The dates for the centralised ISA (Intra Semester Assessment) as well as the SEE are clearly mentioned on the planner and are strictly adhered to.

The time table for the examination from I to IV semester is prepared based on the dates specified by the University whereas the V and VI semester time table is received from the University and adhered to.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes
for all programs offered by the institution are stated and displayed in website of the institution
(to provide the weblink)

caculocollege.in/bca/

caculocollege.in/b-com/

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
	B.Com	158	132	83.54
	B.B.A	56	51	91.07
	B.C.A	18	16	88.88

2.7 Student Satisfaction Survey

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

http://caculocollege.in/feedback-report

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects *(other than compulsory by the College)*	-	-	-	-
International Projects	-	-	-	-

Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.2 Innovation Ecosystem

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Cyber Security	**BBA**	**5/8/2017**
Philosophy	**BBA**	**22/08/2017**
Music for Peace – Music Appreciation	**BBA**	**04/09/2017**
Investment in Mutual Funds and Share Market	**B.Com**	**04/10/2017**
Travel and Tourism – Low Cost Travel	**BBA**	**31/01/2018**
Intellectual Property Rights	**Law**	**3/02/2018**
Investor Awareness	**BBA**	**15/02/2018**
Intellectual Property Rights	**Law**	**17/02/2018**
Intellectual Property Rights	**Law**	**24/02/2018**
Career Guidance	**BBA**	**03/03/2018**

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
-	-	-	-	**-**

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

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

Name of the Start-up	Nature of Start-up	Date of commencement
-	-	-

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
-	-	-

3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center)*

Name of the Department	No. of Ph. Ds Awarded
B.Com	**2**

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

	Department	No. of Publication	Average Impact Factor, if any
National	**B.Com**	**4**	**-**
International	**B.Com**	**5**	**-**

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

---

Department	No. of publication
B.Com	**3 (Conference Proceedings)**

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

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
Rural Entrepreneurship through Dairy Farming in Goa	**Dr. Santosh Patkar**	**International Journal of research In Management and Social Science**	**2017-18**	-	-	-
Community perception towdards CSR	**Ms. Ajita Harmalkar**	**Aarhat Multidisciplinary international Reserarch journal**	**2017-18**	-	-	-
A case study on activities and benefits of CSR of Vedanta Ltd.	**Ms. Ajita Harmalkar**	**Aarhat Multidisciplinary international Reserarch journal**	**2017-18**	-	-	-
Business Responsibility reporting; A move towards better corporate governance	**Ms. Vishranthi Salgaonkar**	**Journal of modern management and & entrepreneurship**	**2017-18**	-	-	-
Contribution of FC Goa in promoting football game in schools of goa state:- A case study	**Dr. Jayesh Churi**	**Journal of Physical Education and Sports Science**	**2017-18**	-	-	-
Decline in traditional games in Goa	**Mr. Henrique D'souza**	**Napess Journal of Physical Education and sports science**	**2017-18**	-	-	-
Entrepreneurship	**Mr. Henrique D'souza**		**2017-18**	-	-	-

development in Goa: A youth perspective-A case study of Undergraduate students							

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation mentioned in the publication
-	-	-	-	-	-	-

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	**2**	**27**	**25**	**6**
Presented papers	**-**	**7**	**-**	**-**
Resource Persons	**-**	**3**	**1**	**-**

3.4 Extension Activities

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers **co-ordinated** such activities	Number of students participated in such activities
7-days NSS Special Residential Camp	Directorate of Sports and Youth Affairs, Regional Office, Pune and Govt. High School, Sal Village, Bicholim, Goa.	07	49
Blood Donation Camp	JCI Club (Junior Chambers), Goa and Blood Bank, Goa Medical College	04	51
Tree Plantation	NSS Unit	04	20
29th Road Safety Campaign	NSS Unit with Directorate of Transport	04	91
Rally on the theme 'AIDS'	NSS Unit with Goa AIDS Control Society	04	160
Rally on theme 'Non-Violence & Peace'	NSS Unit and Gandhi Research Foundation	04	149
Essay & Slogan Writing Competition on 'Non-Violence'	NSS Unit and Gandhi Research Foundation	03	25
Rally on 'Swatchata'	NSS Unit under directives of	04	46

	Directorate of Sports and Youth Affairs, Campal, Panaji – Goa.		
Felicitation of Meritorious Students	Bardez Asmitei Kendra	02	10
Modern Ayurveda National Seminar	Sports Dept. & North Goa Ayurvedic Organisation	02	10
Weekly (Sundays) Meditation Sessions	Heartfulness Institute	10	35
5-day Workshop on Jinyasa Yoga	Sports Dept. with Samraat Club Foundation Programme	02	10
Session on 'Introduction of the book in 'Heartfulness way''.	Yoga & Meditation Cell with Heartfulness Institute and International Center, Donapaula.	04	06
Health Checkup Camp	Sports Dept. and Ayurveda Association	01	
Relaxation and Meditation – A tool for Wellbeing	Yoga & Meditation Cell	01	10
Workshop on GST	Dept. of Accountancy & North Zonal School Complex, Mapusa	02	27
One-Act Play Competition	Theater Club with Kala Academy, Panaji	02	06
Taluka Level Chess Competition	Sports Dept. with Goa Chess Association	02	08
Late Ganpat Trophy for Inter H.S.S. of North Goa	Sports Dept with	02	12
Poster Making Competition	NSS Unit under directives of Directorate of Sports and Youth Affairs, Campal, Panaji – Goa.	02	17
Srujana Sangam Programme	Yoga and Meditation cell with Goa Marathi Academy, Panaji.	01	55
Street Play on 'Ethical Voting'	Election Commission of Goa	05	15
Cleaning drive in the neighbourhood	NSS Unit Mapusa Municipal Council	01	100
'E-waste Management' Workshop (BCA)	Saraswat BCA	05	40
Seminar on 'Workplace Wellness: Nutrition & Healthy Lifestyle for Working Professionals (BBA)	Saraswat BBA	05	15
Rally for Rivers (BBA)	Saraswat BBA	01	21
Session on Consumer Law and Consumer Rights	Consumers Cell Cum Legal Aid Cell	02	45
E-Waste Collection Drive	NSS Unit with Karo Sambhav, Gurgaon.	03	
NSS Day (Swachh Bharat – Swacchta Hi Seva)	NSS Unit under directives of Directorate of Sports and Youth Affairs, Campal, Panaji – Goa.	02	44
Anti-Plastic Drive (Paper bags making & distribution)	NSS Unit in collaboration with Mapusa Municipal Council	04	66
Street Play – Mapusa Clean City	NSS Unit	02	14
Blood Donation Camp	NSS Unit with JCI	02	35

SVEEP – Identification of Persons with Disability for Voters enrollment	NSS Unit with Chief Electoral Officer, Altinho, Panaji – Goa.	02	08
Survey on "Sanitation and Open Defecation"	NSS Unit in collaboration with Directorate of Sports and Youth Affairs, Campal, Panaji – Goa.	02	60
Value based Education Programme (Pilot Project)	State Council of Educational Research and Training, Porvorim - Goa	01	04

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

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
Blood Donation Camp	Certificate of Appreciation	Blood Bank ,Goa Medical College, Bambolim, Goa and JCI Goa	45
NSS Special Residential Camp	Certificate of Appreciation and Letter of Recognition	Sal Village Panchayat, Sal, Bicholim, Goa.	49
Survey of (Sanitation) Swatch Bharat: A Study of Mapusa City	Certificate of Appreciation	B.L.O. Mapusa	60
Blood Donation Camp	Certificate of Appreciation	Blood Bank ,Goa Medical College, Bambolim, Goa and JCI Goa	35

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
7-days NSS Special Residential Camp	NSS Unit in collaboration with Directorate of Sports and Youth Affairs, Regional Office, Pune and Govt. High School, Sal Village, Bicholim, Goa.	NSS Special Residential Camp	07	49
Blood Donation Camp	JCI Club (Junior Chambers), Goa and Blood Bank, Goa Medical College	Donation of blood by students, staff and members of the community	04	51
Tree Plantation	NSS Unit	Tree plantation	04	20
29th Road Safety Campaign	NSS Unit with Directorate of Transport	A drive on Road Safety to public	04	91
World AIDS Day	NSS Unit with Goa AIDS Control Society	Rally on the theme 'AIDS'	04	160
Gandhi Jayanti	NSS Unit and Gandhi Research Foundation	Rally on theme 'Non-Violence & Peace'	04	149
Gandhi Jayanti	NSS Unit and Gandhi Research	Essay & Slogan	03	25

	Foundation	Writing Competition on 'Non-Violence'		
Tailoring Workshop for Women in Neighbouring Community	Skill based Course Community	Tailoring classes for local community and college students	02	09
Republic Day Camp	Youth Hostel	Attending the Residential Camp	Nil	03
Swatchh Bharat Abhiyan	NSS Unit under directives of Directorate of Sports and Youth Affairs, Campal, Panaji – Goa.	Rally on 'Swatchata'	04	46
Swatchh Bharat Abhiyan	NSS Unit under directives of Directorate of Sports and Youth Affairs, Campal, Panaji – Goa.	Poster Making Competition	02	17
Excursion Tour	Shree Ashtavinayak Travels (Recognised by Goa Tourism Development Corporation)	10-days expedition trip to Himachal Pradesh	09	39
Field Visit	The Saheli Self Help Group, Piligao, Bicholim.	An SHG manufacturing bio-degradable and environment friendly sanitary napkins.	03	20
Swatch Bharat Abhiyan	NSS Cell, Goa University and Directorate of Sports and Youth Affairs, Panaji – Goa.	Swatch Pakhwara - Swatch hi Seva' programme (Theme based competitions like Collage making, rangoli, street play & poster making).	04	53
Field trip	Saligao Garbage Treatment Plant, Saligao, Bardez – Goa.	Students visit the Compost Treatment plant	03	31
Field Trip to Heartfulness Institute	Yoga & Meditation Cell and Heartfulness Institute	Field to Sancoale Heartfilness Institute	03	36
National Voter's Day	Election Commission of Goa	Street Play on 'Ethical Voting'	05	15
2nd Oct. Rally	NSS Unit	Rally to pay tribute to Mahatma Gandhi.	02	60
Industrial Visit	Letcetra Agritech, Karaswada, Goa.	Students and faculty visit to the Hydrophonic farming Unit.	05	12
Industrial Visit	Creative Capsule India Pvt. Ltd.	Visit to Software Development Firm	05	24
Awareness Programme about Relaxation	Rajiv Kala Mandir, Ponda – Goa.	Shrujan-Sangam programme.	01	26

Techniques and Meditation				
Felicitation Programme	Bardez Asmitei Kendra	Felicitation of Meritorious Students	02	10
Modern Ayurveda National Seminar	Sports Dept. & North Goa Ayurvedic Organisation	Convention on modern ayurveda	02	10
Weekly (Meditation Sessions	Heartfulness Society	Meditation sessions every Sundays	10	35
5-day Workshop on Jinyasa Yoga	Sports Dept. with Samraat Club Foundation Programme	Yoga session for local	02	10
Session on 'Introduction of the book in 'Heartfulness way''.	Yoga & Meditation Cell with Heartfulness Institute and International Center, Donapaula.	Launch of book titled 'Heartfulness way'	04	06
Health Checkup Camp	Sports Dept. and Ayurveda Association	Health Checkup Camp	01	
Relaxation and Meditation – A tool for Wellbeing	Yoga & Meditation Cell	Relaxation and Meditation	01	10
Workshop on GST	Dept. of Accountancy & North Zonal School Complex, Mapusa	Session on Goods and Services Tax	02	27
One-Act Play Competition	Theater Club with Kala Academy, Panaji	One-Act Play Competition	02	06
Taluka Level Chess Competition	Sports Dept. with Goa Chess Association	Taluka Level Chess Competition	02	08
Late Ganpat Trophy for Inter H.S.S. of North Goa	Sports Dept	Late Ganpat Trophy for Inter H.S.S. of North Goa	02	12
Srujana Sangam Programme	Yoga and Meditation cell with Goa Marathi Academy, Panaji.	Students participating in various competitions like Rangoli, Poem recitation, photography, documentary etc. organized book exhibition.	01	55
Cleaning drive in the neighbourhood	NSS Unit & Mapusa Municipal Council	Cleaning campaign	01	100
'E-waste Management' Workshop (BCA)	Saraswat BCA	Attending workshop by students	05	40
Seminar on 'Workplace Wellness: Nutrition & Healthy Lifestyle for Working Professionals	Saraswat BBA	Attending workshop by students	05	15

(BBA)				
Rally for Rivers (BBA)	Saraswat BBA	Gathering and demonstration for rivers	01	21
E-Waste Collection Drive	NSS Unit with Karo Sambhav, Gurgaon.	Collection of obsolete electronics & IT gadgets	03	155
NSS Day (Swachh Bharat – Swacchta Hi Seva)	NSS Unit under directives of Directorate of Sports and Youth Affairs, Campal, Panaji – Goa.	Cleanliness and competitions on the theme Swatchh Bharat	02	44
Anti-Plastic Drive	NSS Unit in collaboration with Mapusa Municipal Council	Paper bags making & distribution	04	66
Survey on "Sanitation and Open Defecation"	NSS Unit in collaboration with Directorate of Sports and Youth Affairs, Campal, Panaji – Goa.	Neighbourhood survey	02	60
Blood Donation Camp	NSS Unit	Donation of Blood by NSS volunteers and staff of the college	02	35
SVEEP	NSS Unit with Chief Electoral Officer, Altinho, Panaji	Identification of persons with disability and forwarding the same to CEO	01	08
Street Play – Mapusa Clean City	NSS Unit	Performance of Street play titled 'Swatchta hi seva' at Gandhi Circle Mapusa	02	14
Programme (Pilot Project)	State Council of Educational Research and Training, Porvorim - Goa	Value based Education	01	04

3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration
-	-	-	-

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	participant
Internship (BBA)	**Internship**	**Geno Pharmaceuticals, Chowgule Industries, ACGL**	**9th April –21st May**	**104 52**

		Goa, GKB Hitech Lenses, The Crown Goa, Santigao Beach Resort Candolim	Feb - March	

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

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
Rosary College of commerce and Arts, Navelim	**12/7/17**	**Faculty Exchange / Student Exchange**	
Goa Chess Association	**14/4/18**	**Student Exchange**	
M/S. Power Engineering	**25/06/2017**	**Students Internship**	
Heartfullness Institute , Goa Zone	**1st Feb 2018**	**Staff and Student Meditation**	

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
10,00,000	910168

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area		Nil
Class rooms	13	05
Laboratories	04	Nil
Seminar Halls	01	01
Classrooms with LCD facilities	13	04
Classrooms with Wi-Fi/ LAN	NIL	Nil
Seminar halls with ICT facilities	01	01
Video Centre	Nil	Nil
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		01
Value of the equipment purchased during the year (Rs. in Lakhs)		2118982
Others		

4.2 Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
New Gen Lib	Partial	3.1.2	2013-14

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	52	66655	63	7250	116	13905
Reference Books	331	183111	230	147563	561	330674
e-Books	76909	5750			76909	5750
Journals	32	69117	29	53.771	61	122888
e-Journals	3000	5750			3000	5750
Digital Database	NLIST	1944			NLIST	1944
CD & Video	21		22		43	
Library automation	New Gen Lib			10,500		21,000

		10,500			
Weeding (Hard & Soft)					
Others (specify)					

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	119	04	BSNL				02 XXXX	Upto 8Mbps	
Added	21		Ethernet express				XXXX	Upto 2Mbps	
Total	140	4				02	XXXX		

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

………Two………… MBPS /GBPS

4.3.3 Facility for e-content

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

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

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
60,000	56,312	2,50,0000	250793.94

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. *(maximum 500 words)*   (information to be available in institutional Website, provide link)

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Government Schemes: Post Matric Sch for OBC	79	Data not available as Scholarship amount is paid by the Government However it is understood from the

	Post Matric Sch for SC	4	students that the fees are refunded to them
	Post Matric Sch for ST	2	
	Bursary Scheme	<u>48</u>	
	Total	133 (Doc.1)	
	PTA Students Welfare Fund	10(Doc. 2)	
			Rs.75000 (Doc.2)
	Management Scholarships	10	Rs. 1000
	Ex-Students Scholarships	10	Rs. 500
	Faculty Scholarships	1	Rs. 1,000
	Scholarships and Freeships	200	Rs. 2,00,000
Financial support from other sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved

<u>Guidance for Capability Enhancement Scheme</u>
  Bank clerical and Common Entrance Test
  UgetCoaching Classes
  Competitive Exam Coaching Classes
1. <u>Career Counselling</u>.
 	
NCFM - Mutual Fund advance module
 	
How to face an interview
		18 (Doc. 1)
		
		35 (Doc.2)
		
		53 (Doc.2)
		
		19 (Doc. 1.1)
		
		45 (Doc. 1.2)
		
		(Doc. 1.3)
			Shri Nilesh Pednekar
			
			Ms. Harsha Talaulikar, Mr.Rajeev Narvekar, Mr.Sushant Chari
			Ms. Harsha Talaulikar
			
			Shri Nilesh Pednekar
			
			Adv. Rama Rao (Goa Chapter) & NICMAR
			
			Shri. Ramdas Kelkar (Principal, Sapteshwar HSS,

A Seminar on career options		47 (Doc. 1.4)	Mandrem)
Workshop on Tally (GST)	16-07-2017 21-09-2017 March 2018	17 (Doc. 1.5)	Mr. Paresh Sirsat Associate Professor in Commerce
Workshop on GST		52	Shri. Shivanand Pandit - Svs. Sridora Caculo College & North Zonal School Complex Mapusa
Tally ERP		45 (Doc. 1.6)	Ms. Pragati Bhonsle
Seminar on invesrment in Mutual Funds & stock exchange		(Doc. 1.7)	Mr. Anand Tendulkar
Carrier Planning		28(Doc1.8)	Mr.Vernon Marshal
SEBI Visit	22nd Jan to 28th Feb 2018	26 (Doc.1.9)	CA. Anand Tendolkar
Certificate Course in "Theatre Art"			Shri. Prakash Dhumal
		11 (Doc2.1)	
2. **Soft skill development** • Ghu mat Gaaz		55 (Doc. 2.2)	Govt. College of Art, Science & Commerce Khandola
• Sruj ansangam Programme at Rajiv Gandhi Kala Mandir, ponda		? (Doc.2.3)	Goa Marathi Acadamy
• One Act PlayCompetition at Rajiv Gandhi Kala Mandir, Ponda		164(Doc.2.4) 50(Doc.2.5)	Kala Acadamy Goa
Soft Skill development (BBA) *Group Discussion Skills*		122 (Doc. 2.6)	
• Inter			Ms. Mamta Kalangutkar

personal Skills		(Doc. 2.7)	
Stay motivated-stay confident - class seminar • Yout h Personality Development Workshop		36(Doc. 3.1)	Goa Marathi Acadamy Mr. Nilesh Chodankar
3. Remedial Coaching - • Mathematical Techniques • Stati stical Techniques		78(Doc.4.1) (Doc. 4.2)	Mr. Nilesh Chodankar
4. Yoga and Meditation International Yoga Day (F.Y.S)			Mr. Vidhya Sagar & Mr.Krishna Pujari
Field trip to Sahaj Marg Spurituality Foundation, Sancoale		25(Doc.4.3) 33(Doc.4.4)	Shri. Dattaprasad Bhonsle
International Women Day		6(Doc.4.5)	Ms. Riya Nayyar
Session on introduction of the book "The Heartfulness Way"		52 (Doc.2.4)	Mr. Joshua Pollock
Yoga (BBA)		9	Mr. Jayesh Churi
Heartfulness Meditation			Ms. Pragati Bhonsle
Session conducted twice a week on Sunday & Wednesday/Saturday for faculties, students & public		5 568	Mr. Krishna Pujari & Mr. Vidhya Sagar
5. Personal Counselling & Mentoring • Pers onal Counsellig		47(Doc.5.1)	
Interaction of the Hon'ble Prime Minister with the students at Talaktora, Stadium		(Doc.5.2)	Ms. Neethu Prakashan Broadcast Life by Doordarshan

Seminar on Healthy Diet		25(Doc. 5.3)	Ms. Prachi Khandeparkar
Session on Women Empowerment & Gender Sensitisation		568(Doc.5.3)	
• Mentoring Study Techniques Session			Ms. Prachi Khandeparkar & Ms. Kshipra Vora

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

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2017-18	Ugat Coaching Classes	35			

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

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
Nil	Nil	Nil

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Webnook Ltd. & Bandekar Initiative Pvt. Ltd		9			5

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated	Department graduated from	Name of institution joined	Name of Programme admitted to

		from				
	34	MCOm /MBA				

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

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	2	
SET	–	
SLET	–	
GATE	–	
GMAT	–	
CAT	–	
GRE	–	
TOFEL	–	
Civil Services	–	
State Government Services	–	
Any Other	–	

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

Activity	Level	Participants
Chess Tournament	State Level, Taluka Level State selection for National	All Goa Only Bardez Taluka All Goa
Inter Highersecondary Footballl Tournament	Institute level	North Goa
International Yoga	Institute Level	Our Institution Students / Teacher
National Sports Day		Our Students / Ex Students
Paper Presentation Competion	State level	Students

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cult ural	Student ID number	Name of the student

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

- Variety entertaintment Programme,
- Intercollegiate Cricket Tournament
- Screened a Konkani and Marathi Skit at Hanuman Natyagraha, Mapusa
- Exhibition cricket match between Alumni and present students

5.3 Alumni Engagement

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

NO

5.3.2 No. of ~~registered~~ enrolled Alumni:

60

5.3.3 Alumni contribution during the year (in Rupees) **:**

56,000

5.3.4 Meetings/activities organized by Alumni Association **:**

Yes

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

1)A student of SYBBA, lodged a complaint of ragging another student who was his class mate. He lodged a complaint with the course director of BBA who in turn immediately brought to the notice of the principal.

Since the complaint involved ragging, the issue was serious and needed immediate attention. Upon receipt of the complaint letter, a meeting of the Anti-Ragging Committee was constituted in accordance with Sec. 3A (1) of the Goa Prohibition of Ragging Act,2008 and Regulation 6.3(a) of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 was immediately convened to investigate the matter. The anti-ragging committee was formulated in accordance to the guidelines laid down by UGC.

The committee held several meetings, with statements of various witnesses presented by both the accused as well as the complainant, were recorded. Over the course of these meetings and discussions, the committee was able to establish that there was indeed an argument between the 2 students in question which led to the accused abusing the complainant. The committee was unable to comprehensively establish this as a case of ragging, however looking at the past record of the accused student, wherein he had been involved in many similar incidents, the committee felt that there was a serious case of indiscipline against the accused. However, the committee took a softer view by recommending that he should not be allowed to take admission in the final year and that he should be allowed to take a transfer to another college after the

completion of his SYBBA, considering his future. The committees' decision was upheld by the principal and the college management and its recommendations were implemented. These actions were further also upheld by the university.

2) The college organizes an annual national level management fest called Odyssey. This entire event is conceptualized, planned and executed by the students of the Bachelor of Business Administration under the able guidance of its teaching staff. The event management is headed by a faculty coordinator. Under the faculty coordinator the students elect a student event coordinator who reports directly to the faculty coordinator. The students are divided into 4 core teams; Marketing Team, Human Resource Team, Creative Team and Round Formulation Teams. Each team has an elected team head who report to the student event coordinator and the faculty event coordinator. The marketing team is responsible for raising funds through sponsorships for the event and promotion of the event. The Human Resource team is responsible for managing the teams participating, hotel stay, catering and logistics. The Creative team is responsible for the event theme, venue setup, stage setup, cultures and the creative work involving the design of promotional material. The Round Formulation team is responsible for designing the various competitions for the participating teams. The 2 days national event is a perfect example of participative decision making and decentralization.

6.1.2 Does the institution have a Management Information System (MIS)?
 Yes/No/Partial:

Partial

6.2 Strategy Development and Deployment

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

❖   Curriculum Development
    -BCom has adopted a choice-based credit system from 2017-18 based on the new ruling by the Goa University. The students are offered a choice in terms of the subjects they choose.
    -BBA programme has revamped its entire curriculum from the academic year 2017-18. The Goa university has standardized the curriculum for all the subjects and has uploaded the entire list of subjects on their portal. The college can pick and choose the subjects depending on the credits offered and the credits chosen by the students. The subject list is divided into 4 broad categories; 1) Core Business Courses 2) Non-Business Courses 3) Optional Business Courses and 4) Soft Skill Subjects. The students are offered courses within this list to fulfil their minimum credit requirement

❖   Teaching and Learning
    - A majority of the BCom teachers are using LCD projectors as teaching aid to have a more interactive teaching and learning for the students. Besides this, educational field trips for students are also included as a part of teaching methodology.
    -BBA has a new ordinance implemented (from 2017-18) which now allows teachers to lecture as a teaching methodology in addition to use of case studies, role plays, discussions, videos etc. which was not allowed under the earlier ordinance.

❖   Examination and Evaluation -BCom has done away with general gracing and activity-based gracing has been made mandatory for examinations and evaluations. -BBA under the new ordinance implemented in the year 2017-18 now follows a system of ISA (Inter Semester Assessment) and SEA (Semester End Assessment) for examinations. The last week of the term has a dedicated exam week for the semester end exams. Examinations are either open book application-based exams or closed book theory exams. The new ordinance allows conducting closed book exams which was not allowed under the earlier ordinance. Besides this the BBA programme uses marks which are converted to grades instead of only grades which were converted to grade points in the earlier system. This has been useful in making the entire grading and examination system universal and common for all undergraduate courses under the Goa University.
❖   Research and Development The college has a separate fund for supporting faculties in their research work and publication of this research in UGC recognised journals. A number of teachers have made use of this fund in 2017-18. Besides this one BCom teacher has registered in Goa University for PhD in the academic year 2017-18.
❖   Library, ICT and Physical Infrastructure / Instrumentation The college has built an additional floor which now houses the BCA classrooms. Besides this the college also built a canteen exclusively for college students on the newly constructed floor. The parking area was also expanded and levelled with proper signages to assist parking. The BCA classrooms were installed with ACs.
❖   Human Resource Management
❖   Industry Interaction / Collaboration -This is an on-going process. A number of executives from the industry were invited to conduct special sessions with the students of BBA, BCA and BCom. Besides this summer internship is an integral part of BBA curriculum for the students wherein they need to work for 6 weeks in the industry/company between April and June in their First year and second year. In the final year they spend 4 weeks a company during the final term. - The BBA department organises Odyssey, a national level management fest. Various executives from the industry are invited to judge different rounds and competitions during the course of the event.
❖   Admission of Students The admission procedure for the BBA programme was revamped with the college conducting its own aptitude test and interviews to create the merit list for admissions in the FYBBA. The criteria for scoring for the applying for the students included a 50% wgt for the aptitude test, 30% wgt for the interviews and 20% wgt for the HSSC percentage.
6.2.2 : **Implementation of e-governance in areas of operations:**
❖   Planning and Development
❖   Administration -Moodle is used by the BCA department for faculty feedback. -Attendance for the college staff is collected via biometric technology. -The principal uses email to communicate various notices to the staff.
❖   Finance and Accounts

	--Tally is used to automate the accounting
❖	Student Admission and Support
	The students enrolled for the various programmes have to register online to confirm their university registrations. This has been initiated from the year 2017-18. Prior to this entire process was physically managed by the college.
❖	Examination
	Moodle is used by the BBA and BCA department for administering and submission of assignments

6.3 Faculty Empowerment Strategies

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

32% (2017-18)

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017-18	Ms. Pragati Bhonsale	Workshop on GST	Saldots Academy, Porvorim - Goa.	2000
	Mr. Prakash Tamhankar	Workshop on Commercial Arithmetic	S. S. Dempo college of commerce & economics, Panaji - Goa.	500
	Ms. Pragati Bhonsale	Workshop on Holistic approach to health management	Primeslots Hotels & Resorts Pvt Ltd. Panaji- Goa.	3000
	Dr. Jayesh Churi	68th annual Conference, Japan society of physical education & sports science	Shizuoka University, Shizuoka, Japan	5500
	Ms. Devata Umerye	Workshop on prevention of sexual harassment of women at work place.	Government College arts, science & commerce, Khandola, Marcel - Goa.	150
	Ms. Devata Umerye	Workshop on Literature review in	Narayan Zantye College of Commerce,	

		social sciences	Bicholim - Goa.	1000
	Ms. Reshma Verlekar	Workshop on Literature review in social sciences	Narayan Zantye College of Commerce, Bicholim - Goa.	1000
	Ms. Pragati Bhonsale	Workshop on Literature review in social sciences	Narayan Zantye College of Commerce, Bicholim - Goa.	1000
	Dr. Jayesh Churi	National conference on sports	Alva's College, Moodbidri, Mangalore, Karnataka.	2600
	Ms. Pragati Bhonsale	Workshop on GST & its applicability in ERP tally 9.0	S. S. Dempo college of commerce & economics, Panaji - Goa.	1000
	Ms. Sunita Kotkar	NITI Com & development of Indian economy	L.S.H. College of arts, commerce & science, Dodamarg, Maharashtra	600
	Ms. Pragati Bhonsale	Workshop on Tally with GST	S. S. Dempo college of commerce & economics, Panaji - Goa.	1250
	Mr. Tushar Karmalkar	National conference on corporate social responsibility	Government College arts, science & commerce, Khandola, Marcel - Goa.	1500
	Mr. Siddhesh Narvekar	National conference on corporate social responsibility	Government College arts, science & commerce, Khandola, Marcel - Goa.	3000
	Dr. Santosh Patkar	National conference on corporate social responsibility	Government College arts, science & commerce, Khandola, Marcel - Goa.	1500
	Dr. Smita Shrivastava	Workshop on Art of writing a research paper	Gopal Govind Poi Raiturkar College of Commerce & Economics, Ponda - Goa.	1500
	Mr. Siddhesh Narvekar	National Seminar on Sustainable Tourism	Sv's Sridora Caculo College of Commerce & Management Studies, Mapusa - Goa.	750
	Ms. Pragati Bhonsale	Workshop on Art of	Gopal Govind Poi Raiturkar College of	1500

		writing a research paper	Commerce & Economics, Ponda - Goa.	
	Ms. P.S. Devi	Conference on women empowerment, education & social sciences.	National Multidisciplinary Research Foundation, Ibahimpatnam.	3500
	Mr. Siddhesh Narvekar	Workshop on Panel Data Analysis.	Narayan Zantye College of Commerce, Bicholim - Goa.	2000
	Ms. Reshma Verlekar	Workshop on Panel Data Analysis.	Narayan Zantye College of Commerce, Bicholim - Goa.	2000

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2017-18	Corporate Social Responsibility: Partnering for Sustainable Development, (10th March 2017)		10th March 2017		
	Preparation of NAAC – Practical Aspects, (11th April 2018)		11th April 2018		
	Understanding adolescent lifestyle health with safety- for Higher Secondary Teachers and Secondary school teachers of Pernem, Bardez, Bicholim and Sattari. (14th April 2018)		14th April 2018		

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year
Response:
27%(2017-18)

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)

Two das Residential workshop on Soft Skills One day workshop on Personality Development Program	**01 per programe**	18th-19th September 2017 16th August 2017 23rd November 2017
One day workshop on 'How to write a Research Paper' Relevance of Applicability and sustainability of Statistical Tools in Commerce and Management Research Capacity Building workshop on "Research Methodology for faculty members in Social Sciences" Exploring Sustainability in Indian Context Vedic Mathematics Orientation Program 02 days Training Workshop for PIO - Dhempe Training Program for PIO -Directorate HSSC		17th January to 31st January 2017(15) 08th January to 21st January(14 days) Online -Jan 2018 to March 2018(03 months) April 2017(02 days) 22nd May to 18th June 2018(28days) 7th &8th July' 17 03rd August'18

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
-	Mr. Siddesh Narvekar	Mr. Avdhut Gunaji	Mr. Rudresh Kamat
	Mr. Sahil Sawkar		
	Ms. Anjita Gaonkar		
	Ms. Sonali Raikar		
	Ms. Poonam Navelkar		
	Ms. Leena Divkar		
	Mr. Amar Naik		
	Mr. Rajeev Narvekar		

6.3.5 Welfare schemes for

Teaching	- Staff Co-operative Credit Society for extending credit facilities including festival Advance - Canteen facility in the Campus - First Aid box with medicines is available in the staff room for all. - Safe drinking water made available for all.
Non-teaching	- Staff Co-operative Credit Society for extending credit facilities including festival Advance - Canteen facility in the Campus - Group insurance is provided to the Regular Teachers and Staff

	• Yearly 1 set of uniform is provided t group 'D' and to daily wage staff • First Aid box with medicines is available in the staff room for all. • Safe drinking water made available for all.
Students	• Canteen Facility in Campus • Gymnasium • Exclusive Girls Rooms • Discussion Room provided exclusively for students in the library. • Safe drinking Water • First Aid for Students

6.4 Financial Management and Resource Mobilization

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

- Books of accounts, payment vouchers, bills and bank statements are maintained and updated regularly by the College Accountant.

- A qualified Chartered Accountant performs Internal audit on annual basis appointed by Management

- A review and verification of accounts is carried out by a qualified Chartered Accountant who gives his suggests/objections.

- Principal discusses the suggestions/ objections raised (if any) by Chartered Accountant with the Management and appropriate action is taken

- Internal financial audit of institution for the financial year 2017-2018 is in process

External financial audit has been conducted by Directorate of Higher Education on 31st May 2017 for the year 2010-2011 to 2016-2017.

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

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
None	0	NA

6.4.2 Total corpus fund generated   0

6.5 Internal Quality Assurance System

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

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

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

1)   PTA Executive Meetings and General Body Meetings were conducted regularly to discuss the requirements and communicate about students progress
2)   PTA Funding was used for class seminars for BCom students

---

3)	PTA contributed towards installation of CCTV Cameras
4)	Funded the remedial coaching/study technique workshop for student
5)	Awarded freeships to needy students of BCom

6.5.3 Development programmes for support staff (at least three)
6.5.4 Post Accreditation initiative(s) (mention at least three)

6.5.5

a. Submission of Data for AISHE portal   : (~~Yes~~ /No)

b. Participation in NIRF   : (Yes /~~No~~)

c. ISO Certification   : (~~Yes~~ /No)

d. NBA or any other quality audit   : (~~Yes~~ /No)

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants
2017-2018	Two Day National Seminar on 'Quality Education Through Academic and Administrative Audit. Speaker : Dr.Devender Kawday	19th January 2018		

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period **(from-to)**	Participants	
		Female	Male
1 – Experience Sharing by Women Entrepreneur	March 2018	60	22
2 – International Women's Day celebration	March 2018	50	30

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources
32%

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	YES	
Provision for lift	NO	
Ramp/ Rails	YES	
Braille Software/facilities	NO	
Rest Rooms	YES	
Scribes for examination	YES	
Special skill development for differently abled students	NO	

Any other similar facility			NO		

7.1.4 Inclusion and Situatedness

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

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
Year 2017- 2018	Number of initiatives to address locational advantages and disadvantages 2	Number of initiatives taken to engage with and contribute to local community 2	Date and duration of the initiative May2017 & November2017 16 days each	Name of the initiative 1.Speed breakers were requested for the road adjacent to the college. 2.Centre for CA Examinations. 3.Health checkup for the local community. 4.Yoga and meditation classes for the staff and members of the local community	Issues addressed Safety and security of the students , staff and the neighbourhood community using the road. 2. Providing an easily accessible venue for the conduct of national level exam. 3. Health and wellbeing of the students , staff and the neighbourhood community.	Number of participating students and staff

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders – YES

Title	Date of Publication	Follow up (maximum 100 words each)
Code of |Conduct for Students	April, 2018	

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
6	15th August2017, 19th December 2017, 26th January 2018, 1st September 2018	120

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

1. No Fuel day
2.Banning of vinyl banners
3.Admission procedure through electronic mode

4.Initiative towards paperless office

7.2 Best Practices

Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the
institution as per NAAC format in your institution website, provide the link

Best Practice – I

Class seminars for students

Goal-Encouraging organizational and leadership skills for balanced development of students through the practice of class seminars.

Objectives-To develop overall personality of a student

-To develop organizational and leadership skills among students

Context-The class seminar is an event exclusively conceived, planned ,organized and conducted by the students. This helps them to explore their potentialities for individual and group excellence, while building in qualities like cooperation, coordination, team effort, communication all of which are crucial in today's world.

Practice-In every seminar, a resource person outside of regular teaching staff is invited. The subjects of the resource persons deal with a range of topics and issues from the current world, like communication, personality development, current affairs, etc. The students deviate from a typical passive classroom interaction and become active participants and interact at one to one level with the faculty, while assimilating the thoughts and ideas expressed by faculty and developing confidence in themselves.

Best Practice – II

Promotion of Research

Goal

- To encourage the faculty to go through academic research

-To have knowledge and exposure in specific research methodology and contents

Objectives

- To improve teaching competency

- To teach the students how to conduct research for further knowledge contribution

Practice-

1. The Management of the college gives financial assistance to the teachers for carrying out research projects under the Caculo Minor Research Project Fund.

2. The college encourages the teachers to participate in seminars and conferences .

3. The college grants duty leave and bears the train travel expenses by 3rd AC of the teachers who present

papers in conferences and seminars .

4. The institution provides incentives for teachers to publish research papers in journals through rewards and recognition.

5. The college regularly conducts Research Methodology workshops and also actively encourages the faculty to attend research methodology workshops conducted elsewhere.

6. The Staff Academy of the college gives a platform to teachers who have presented papers in seminars outside the college to present it before their colleagues

Results

As a result of all these proactive measures the number of teachers registering for PhD has increased.

The number of faculty members with publications as well as those presenting papers in seminars has also gone up.

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the weblink of the institution in not more than 500 words

Distinctivenes -Holistic development of the students

Objectives

-Providing quality education with increased focus on parent teacher student involvement and interaction

-Encouraging communication between teachers and students to make the students effective communicators

-Promoting participation of students in academic, sports, cultural ,and NSS programs

-Encouraging students to take responsibilities for various intercollegiate events so that they become effective organizers and leaders in decision making

-Making students sensitive to the needs of society and helping them contribute to society

Context

-Institution and the stakeholders feel morally responsible to create a student community that is sensitive to the needs of current society and so engage in constant involvement of staff and students in such socially responsible and value based work, by nurturing skills of cooperation, community extension, mutual help and empathy.This is our institution's unique and distinct feature .

The practice

-The NSS has been most active in following major areas

Malaria awareness,Blood donation,Aids awareness,Visits to oldage homes, Swacch Bharat,Medical camps,Tree plantations drives,Plastic collection drives, and these are pointers to institution's 'unique' ness. The NSS special

camps are dedicated efforts by our staff and students to reach out to rural community.

Departmental activities-Many seminars organized by college have centered around the sensitive and pressing issues of the environment, health. The Economics and Sports department have conducted state /international conferences and workshops on these themes.

-The field trips, and intra and intercollegiate functions, talks by guests have focused on garbage management, nature conservation ,population issues, road safety.

-The PTA has been thoughtfully providing fellowships to deserving students.

-Regular conduct of meditation and yoga programs through individual teacher's initiatives has given a fresh impetus to this feature

-One special feature unique to our college is the practice of conducting class seminars for every class,wherein resource persons have meaningful interactions with students in specialized areas of activity

Evidence

-The BBA organizes a national level event called ODYSSEY, which has increasingly witnessed participation from major college from all over India The BBA program is rated as the best among Goa colleges,and its event ODYSSEY has earned repute as Goa's finest management event at UG level

The BCOM organizes PHOENIX, a state level intercollegiate event which incorporates academic and extracurricular performances

The BCA organizes IT Maestro, for the higher secondary schools

-The BBA FY students organize another mini management event called INCEPTION, for local higher secondary schools-

The students of all three streams themselves participate in major events in Goa and outside ,in college gatherings, in a number of sports events at state ,national and international levels.

The annual social gathering and NSS camp are a platform for students to organize different activities and showcase their skills in extracurricular activities and to contribute to the community.

The above are examples of how experiential and participatory learning is being encouraged among the students, and this serves as a crucial input toward generating a class of students who we believe turn out to be morally and socially responsible and sensitive human beings.

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

1. Seminar and workshops for students the college will conduct class seminars for all classes. Students have given food feedback about class seminars and same will be continued in next year

2. Certificate Courses in subject related. The college is conducting certificate courses but5 college has plan to o organise more certified courses for the students on

3. Faculty Development Programmes. The college is conducting every year faculty improvement programme and it college will continue u to conduct mor4e faculty programme

4. Celebration of founder day and to felicitate staff who have completed 25 years of service.

5. Extension activities through N.S.S. the college has active NSS Unit and conduct several activities of the student as well as of the communities. The college has decide to intensify the activates of so that community will be benefitted. Blood donation, end environment friendly activates a will be promoted.

6. To observe no fuel day in the campus. The college has plan to observe No fuel day into the college campus by staff and Students. In order to reduce the pollution caused due to vehicles the college will instruct student and Staff to see follow one day as no fuel day

7. Development of online-library. The college plans to have Online library and accordingly separate room will be made in library and 10 computers will be installed. The college will procure required Software for the usage of students about on line library

8. Renovation of Boys washroom, Girls washroom, Library, Computer Lab. The college have decided to renovate the Boys wash room, Girls washroom, renovation of library, Computer lab, conference room main Auditorium.

9. Construction of Conference room for conduct of meeting. The college need one room for conduct of various meeting. The college plans to have furnished room for meeting purposes.

10. Setting of Research Centre in Commerce. The college has good library and infrastructure to set up research centre. The college promote s research work in college.

11. Promotion of research in centres for speedy completion of Ph.D.'s by staff

12. Signing of more MOU's for Inter exchange Programs of Staff Student

13. Internship for students in Vacation

14. Training Programmes for Administrative Staff

15. Introducing MIS in office Administrative

16. Purchase of more sports equipment's in Gymkhana

17. Conduct of students event on grand scale

18. Organising get to gather of Alumni from 1993-94 to 2017-18

19. Registration of Alumni

20. Fund raising projects under Alumni

21. Conducts of Academic and Administrative Audit

22. Promotion of theatre club Activities So that Students willet confidence in presentation of plays

23. Conduct of field trips , Study tours and industry visits

24. Promotion of cultural Activates and through student council

Name Mrs. Sterol Godinho   *Name Dr. S. B. Patkar*

_____   _____

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

_____***_____