

**THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC
ACADEMIC YEAR 2011-2012**

**NAME OF THE INSTITUTION: GOVT. COLLEGE OF ARTS, SCIENCE & COMMERCE, KHANDOLA, MARCELA-GOA-403 107
(Affiliated to Goa University and Accredited by NAAC with B⁺ Grade)**

PART A: Different activities for the Academic Year 2011-12 were chalked out keeping in mind the goals and objectives of the College.

PART B

1. ACTIVITIES REFLECTING THE GOALS AND OBJECTIVES OF THE INSTITUTION

- Efficient Teaching and learning in a favorable academic environment.
- Conduct of various co-curricular and extra-curricular activities to promote all-round development of students.
- To create awareness and develop pro-social values by exposing students to various social and environmental issues through NSS, Nature Club, field trips and other activities.

The outcome was in the form of good results and overall development of students in a disciplined environment. The following table shows the achievement of the College in terms of good results at the final year University examinations, 2011-12.

Table 1: Results of the College at Goa University Exams, 2011-12

Class	No. of Students Appeared	No. of Students Passed				Percentage of Passing
		Distinction	I Class	II Class	Total	
B.A.	44	03	12	22	37	84
B.Sc.	47	24	19	04	47	100
B.Com.	69	04	19	46	61	88

Table 2 and Table 3 give glimpses of co-curricular and extra-curricular activities organized by the college during the academic year 2011-12 to facilitate overall development of students.

Table 2: Co-Curricular Activities Organised During 2011-12

Sl. No.	Activity
1.	Personality Development Programme on 16 th September 2011 in association with JCI, Ponda.
2.	Inter-class Essay and Poetry Recitation competitions during Hindi Week by Hindi Department.
3.	Entrepreneurship Development Programme by Department of Commerce in collaboration with Fr. Agnel Entrepreneurship Development Institute sponsored by Department of Science and Technology, Govt. of India from 26 to 28 th Sept. 2011.
4.	Competitions based on Goan culture and Goa's Freedom struggle on 15th December 2011 as a part of Golden Jubilee Year Celebration of Goa's Liberation funded by Dept. of Art and Culture, Govt. of Goa.
5.	A One Day Study tour to Surla-Maina Village to study the Nature as depicted in the Konkani-Marathi Novels (Acchev and Balkand) in Feb. 2012 by the College Abhyas Mandal.
6.	Field and industrial visits by NSS unit and different Departments.
7.	An inter school model building competition on the theme "Forest and Climate Amelioration" on 30th November 2011 to create awareness on the need to conserve and protect our environment by Nature Club.

Table 3: Extra-Curricular Activities Organised During 2011-12

Sl. No.	Activity
1.	Inter Class Patriotic Song Singing Competition on 13 th August 2011 by Students' Council.
2.	An Inter Collegiate Debate Competition on 14 th September 2011 by the Commerce Department.
3.	Intra-mural competitions in Table Tennis, Chess, Foot-ball, Kabaddi, Cricket by Sports Council.
4.	The Annual Kavya Jagor and Abhang Gayan- an Inter Collegiate Competition on 10 th December 2012 by Abhyasa Mandal.
5.	"Jubilations" - a festival of Inter Class Competitions from 13 th -17 th December, 2011 by Students' Council.

2. **NEW ACADEMIC PROGRAMMES INITIATED:** Considering the requirement for Library professionals in the state and based on public demand, the college conducted the third batch of Certificate Course in **Library and Information Science** recognized by Government of Goa in association with State Central Library, Govt. of Goa on self-financing basis from 14/04/2011 to 18/8/2011. The batch for the Four months course including one month on job training consisted of 20 students.

The college has been granted extension of affiliation by Goa University for complete specialization (6 Units) in Chemistry at the final year B.Sc. for the academic year 2011-12.

3. **INNOVATIONS IN CURRICULAR DESIGN AND TRANSACTION:** Several teachers of the college were actively involved in designing the new syllabi implemented by Goa University as BOS members. All most all the teachers participated in the workshops conducted to discuss the syllabi introduced by Goa University.

Dr. P. K. Rath has been nominated as an external member of BOS in Geography of Jiwaji University, Gwalior, MP.

4. **INTER-DISCIPLINARY PROGRAMMES STARTED: NIL.**

However, the college is offering various inter-disciplinary and multi-disciplinary subjects to the students such as Population Studies, Human Rights, Self Development, Tourism Geography, Environmental Studies, E-Accounting, etc. as Foundation courses, Allied to Major and Compulsory subjects as prescribed by Goa University.

5. **EXAMINATION REFORMS IMPLEMENTED:** Being an affiliated college, it has to adopt the examination pattern prescribed by Goa University. However, the Intra-Semester Assessment (ISA) has given liberty for the teachers to assess the students in different modes in their respective subjects like assignments, presentations, projects, and field studies.

6. **NUMBER OF CANDIDATES CLEARED NET/SET:** Not Applicable as ours is an Under Graduate college.

7. INITIATIVE TOWARDS FACULTY DEVELOPMENT PROGRAMME:

Teachers were encouraged to take up research projects and pursue Ph. D. by availing Teacher Fellowship under UGC FIP.

- Mr. Jaison Joseph, Associate Prof. in Physics was granted study leave under UGC FIP.

Teachers were also encouraged to participate in seminars/conferences/workshops and publish research articles.

8. TOTAL NUMBER OF SEMINARS /WORKSHOPS CONDUCTED:**Table 4: Seminars / Workshops Organised during 2011-12**

Sl. No.	Seminars /Workshop
1.	A State Level Seminar on “Stress and Coping among Youth” by the Department of Psychology in partnership with Indian Council for Social Science Research, New Delhi and Rotary Club of Panaji Riviera on 17 th and 18 th February 2012.
2.	A seminar for 60 students of the college was held at Goa Chitra, Goa’s Ethnographic Museum as a part of Golden Jubilee Year Celebration of Goa’s Liberation funded by Dept. of Art and Culture, Govt. of Goa.
3	One day state level workshop for College and Higher Secondary students to celebrate “Kusumagraj Janmashatabdi”, a well-known Marathi writer on 25 th Feb, 2012 by Department of Marathi.
4	A five day workshop and training for the students of the college in the field of Folk Dance and Drama in October 2011 as a part of Golden Jubilee Year Celebration of Goa’s Liberation funded by Dept. of Art and Culture, Govt. of Goa.

9. RESEARCH PROJECTS: One Research project undertaken by Dr. Seema Salgaonkar, Associate Professor of Political Science was sanctioned by ICSSR, New Delhi.

10.PATENTS GENERATED, IF ANY: NIL

11. NEW COLLABORATIVE RESEARCH PROGRAMMES: NIL

12. RESEARCH GRANTS RECEIVED FROM VARIOUS AGENCIES:

ICSSR, New Delhi granted a Major Research project on the topic “Awareness Level at Gram Sabhas in Goa: Analysis and perspective” to Dr. Seema Salgaonkar for a period of 2 years for 2011-13.

13. DETAILS OF RESEARCH SCHOLARS: NOT APPLICABLE

14. CITATION INDEX OF FACULTY MEMBERS AND IMPACT FACTOR: N.A.

15. HONOURS /AWARDS TO THE FACULTY:

Ms. Pravina Kerkar, Associate Professor of Geography, Ms. Dilecta D’Costa, Associate Professor of Microbiology and Mr. Sitaram Sukthankar, Associate Professor of Commerce submitted their Ph.D. Thesis.

16. INTERNAL RESOURCES GENERATED.

The internal resources generated from Self-financed Certificate Course in Library Science:

- Revenue Collected: Rs. 83,500/-
- Expenditure Incurred: Rs. 71,640/-
- Balance: Rs. 11,860/- to be used for improvement of facilities in the Library.

17. DETAILS OF DEPARTMENTS GETTING SAP, COSIST/DST, FIST ASSISTANCE / RECOGNITION: NIL

18. **COMMUNITY SERVICES:** Through the activities of NSS, Nature & Health Watch Club and other Associations students were exposed to various social and environmental issues which helped them to imbibe pro-social values. Some of these activities are highlighted here.

Table 5: Community Oriented Activities Organised, 2011-12

Sl. No.	Activity
1.	Distribution of tree saplings to village community in and around Marcela by Nature Club.
2.	An inter school model building competition on the theme “Forest and Climate Amelioration” on 30 th November, 2011 to create awareness on the need to conserve and protect our environment by Nature Club.
3.	A nature trail was organized to Bondla Wild life Sanctuary on 7 th March, 2012 where the students had the opportunity to observe and learn about the various wild animals and reptiles.
4.	A poster competition on the theme “Significance of Forest and Impact of Climate change” was organized on 5 th March 2012 by Nature Club.
5.	Cleaning Drive by the NSS Volunteers.
6.	Mashaal Yatra (Torch March) from college to Marcel on 18 th December 2011 to commemorate 50 years of Goa’s Liberation.
7.	Anti-Plastic Drive by NSS unit.
8.	“Awareness of Vector Borne Diseases caused by Mosquitoes” in association with Betki Health Centre.
9.	Blood Donation Camp by NSS Unit wherein 86 students and staff donated blood.

19. NUMBER OF TEACHERS AND OFFICERS NEWLY RECRUITED:

15 Teachers on Contract Basis and 1 Light Vehicle Driver on regular basis were appointed during the Academic Year.

20. TEACHING-NON- TEACHING STAFF RATIO: 1: 1

21. IMPROVEMENT IN THE LIBRARY SERVICES: Improvement in the availability of books. Procured a Computer and a LCD Projector for the Library.

22. NUMBER OF NEW BOOKS / JOURNALS SUBSCRIBED AND THEIR VALUE:

- New Books purchased & their cost: 728 New Books costing Rs.2,73,363 /-
- New Journals subscribed & their cost: Subscription for 20 Journals were renewed costing Rs. 40,699/-.

23. NUMBER OF COURSES FOR WHICH STUDENT ASSESSMENT OF TEACHERS IS INTRODUCED AND ACTION TAKEN ON STUDENTS FEEDBACK:

The teachers of all the courses were assessed by the students through a structured questionnaire at the end of the academic year. The same were handed over to the teachers by the Principal, with an advise to the faculty needing improvement in teaching.

24. UNIT COST OF EDUCATION (Unit cost =Total annual recurring expenditure (Actual) divided by total number of students enrolled): Rs.85,730 /-

25. COMPUTERISATION OF ADMINISTRATION AND THE PROCESS OF ADMISSION, EXAMINATION,RESULTS, and ISSUE OF CERTIFICATES: The administrative system is getting computerized. All current institutional data are computerized. The college has its own website providing all details of courses offered, combination of subjects and fee structure.

Exam related work, results and preparation of mark sheets are computerized. The results of Semester I to IV Examinations conducted by the college were declared within the shortest possible period.

26. INCREASE IN INFRASTRUCTURE FACILITIES:

- Construction of new college block is in progress.
- Procured following Items / Equipments:

LCD Projectors: 11 Nos.
DLP projector: 1 No.
Air Conditioner: 5 Nos.
Inverters: 5 Nos.
Double Beam Spectrometer: 1 Nos.
Hot Air Oven : 1 Nos.
Refrigerators: 4 Nos.
UV Based Water Purifier: 4 Nos.
Canteen Counter : 1 No.
Plastic tables : 10 Nos.
Plastic Stools: 25 Nos.
Digital Duplicator: 1 No
Doc Visualizer: 1 No.
Acrylic Podium: 2 Nos.
Interactive White Board: 1 No
And many other items.

27. COMPUTER AND INTERNET ACCESS AND TRAINING FOR TEACHERS AND STUDENTS: Access to Computer and Internet (Broad Band connectivity) to all students and teachers.

28. FINANCIAL AID TO STUDENTS:

The following Financial Assistances were availed by the students:

- OBC Scholarship
- SC/ST Scholarship
- Post Metric Scholarships
- EBC Scholarship
- Students Aid Fund
- Various other scholarships from individuals/Private Organizations.

29. ACTIVITIES AND SUPPORT FROM THE ALUMNI ASSOCIATION:

The Alumni of the college participated in the cultural activities of Students' Council of the college.

30. **ACTIVITIES AND SUPPORT FROM THE PARENT-TEACHER ASSOCIATION:**

Parents-Teachers Interaction Committee is active and parents get involved in College activities and provide valuable suggestions for further improvement of the college.

31. **HEALTH SERVICES:**

- Nearby Govt. Health Center, Private Doctors / Nursing Homes make their services readily available to the staff and students.
- First Aid kits are available in the college.
- Physical Fitness Camp and Yoga Camps were organized for the benefit of Staff and students.
- The College has a Health Watch Club
- A talk on “Awareness of vector borne diseases caused by mosquitoes”
- Red Ribbon club was instituted in the college and a film was screened to create awareness on HIV/AIDS.

32. **PERFORMANCE IN SPORTS:**

Following Medals were won by the students at the Inter-collegiate Athletic meet organized by Goa University.

1	Gold Medal in Decathlon to Mr. Sanket Jotkar.
2	Gold Medal in High Jump to Ms. Yogita Jalmi.
3	Silver Medal in High Jump to Mr. Sanket Jotkar
4	Silver Medal in 110 mts Hurdles to Mr. Abhijeet Gaonkarat.

33. **INCENTIVES TO OUTSTANDING SPORTSPERSONS:**

Awarded Best Sportsman, Best Sportswoman, Athletic Champion (Men /Women) Trophy, Felicitations for winning prizes at Inter-collegiate competitions.

34. **STUDENTS' ACHIEVEMENTS AND AWARDS**

The students were encouraged to participate in various co-curricular and extra curricular activities conducted in the College, by other organizations and University. Achievements of students in the activities conducted by other organizations is provided in Table 6:

Table 6: Achievements of Students during 2011-12

1	A team of 20 students were the Runners Up of the “Twilight” Festival organized by Goa College of Home Science, Campal- Panaji and were awarded with a cash prize of Rs. 8,000/-
2	Ms. Chriselle Fernandes of SYB.Com won the 3 rd place at Taluka Level Elocution Competition organized by GVM’s Higher Secondary, Ponda.
3	Ms. Sayara Jamadar of SYBCom won the 3 rd place in Elocution Competition organized by “Marcel Kalapremi”, Marcel.
4	Ms. Joebert Dias of SYBSc won 2 nd place in Essay Competition organized by Ramani Medical Foundation Ponda with a cash prize of Rs. 1500/-.
5	Ms. Jyoti Sawal won the 1 st place in Story Writing Competition organized by CES college Cuncolim.
6	Ms. Utkarsha Mardolkar was awarded 3 rd place at 6 th Annual Inter collegiate Symposium for TYBSc (Chemistry) students organized by Department of Chemistry, Goa University in association with Chemistry Department Faculty Alumni Association on March 17, 2012.
7	Ms. Siddhi Shirodkar secured the 2 nd place in Hindi Elocution Competition organized by Smt. Parvatibai Chowgule College, Margao.
8	Ms. Siddhi Shirodkar won the 2 nd place and Ms. Vishranti Halgekar won the consolation prize in Hindi Essay Competition organized by Govt. college Quepem.
9	Mr. Leroy Miranda won the 1 st place at TORQUE organized by GEC, Farmagudi.
10	Ms. Shambhavi Alvani and Ms. Suchina Gaunekar secured the 2 nd place in Code Guru and Mr. Vishal Kinjavadekar won the 1 st place in Photography at IT Fest I-RIX organized by Chowgule College, Margao.
11	Ms. Shambhavi Alvani won the 1 st place in Code Trek at Spectra 1.0 organised by Damodar College, Margao.
12	Ms. Vishranti Halgekar and Mr. Pravin Sawant (Political Science) secured 2 nd place in the Intercollegiate Quiz competition on the topic “Goa’s Post Liberation Era” on 24 th Jan, 2012 at CES college, Cuncolim.
13	Ms. Aditi Phadte won the 1 st place in Inter- collegiate Konkani Poetry Recitation competition on the theme “Rains” organized by Carmel college, Nuvem on 6 th August, 2011

35. ACTIVITIES OF THE GUIDANCE AND COUNSELLING UNIT: College has a Counselling Cell. Counsellor Mr. Adolf Castellino visits the College on every Thursday and makes his services available to students.

36. PLACEMENT SERVICES PROVIDED TO STUDENTS: The Placement Cell arranges for Campus interviews. The required upto-date information is provided to the industries / companies to facilitate placement of students.

37. DEVELOPMENT PROGRAMME FOR NON TEACHING STAFF: A Talk on the topic “Towards an Effective Work Culture” was organized. They were also encouraged to participate in various awareness programmes organized by the college.

38. BEST PRACTICES OF THE INSTITUTION:

- The College is adopting mechanism to have optimum utilization of the available College premises.
- We incorporated transparency, equality and efficiency in our functioning.
- Provided guidance, counselling to students and parents at the time of admission, after declaration of results and as and when approached by the students/parents.

PART C: DETAIL PLANS OF THE INSTITUTION FOR THE NEXT YEAR.

ACTION PLAN FOR THE YEAR 2012-2013

1. To adopt improved methods in teaching-learning process.
2. To organize activities and to provide required support services for developing all-round personality of the students.
3. To motivate faculty members to undertake research related activities.
4. To speed up the process of construction of New Building Block.

Mrs. Sujata Gaonkar
For Co-Ordinator

Dr. Seema P. Rath
Offg. Principal

Place: Khandola