

# The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

## 1.Details of the Institution

1.1 Name of the Institution

Government College of Arts, Science & Commerce, khandola

1.2 Address Line 1

Khandola – Marcela- Goa

Address Line 2

City/Town

Marcela

State

Goa

Pin Code

403107

Institution e-mail address

gcasck@rediffmail.com

Contact Nos.

0832-2287718

Name of the Head of the Institution:

Dr. Seema Rath - Offg. Principal

Tel. No. with STD Code:

0832-2287718

Mobile:

9423835213

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

khandolacollegeiqac@khandolacollege.edu.in

1.3 NAAC Track ID(For ex. MHCOGN 18879)

GACOGN12492

1.4 NAAC Executive Committee No. &Date:

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

1.5 Website address:

www.khandolacollege.edu.in

Web-link of the AQAR:

[www.khandolacollege.edu.in/igac2014-15.doc](http://www.khandolacollege.edu.in/igac2014-15.doc)

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

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+		2005	2010
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

29/10/2009

1.8 AQAR for the year(for example 2010-11)

2014-15

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

- i. AQAR \_\_\_\_\_ 28/10/2016 \_\_\_\_\_
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid +Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI(Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others(Specify)

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

Goa University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme	<input type="text"/>	<input type="text"/>
UGC-Special Assistance Programme DST-FIST	<input type="text"/>	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> ) <input type="text"/>
UGC-COP Programmes	<input type="text"/>	

**2.IQACComposition and Activities**

2.1No. of Teachers	<input type="text" value="5"/>
2.2No. of Administrative/Technical staff	<input type="text" value="4"/>
2.3No. of students	<input type="text"/>
2.4No. of Management representatives	<input type="text" value="01"/>
2.5No. of Alumni	<input type="text"/>
2. 6No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text"/>
2.8 No. of other External Experts	<input type="text"/>
2.9 Total No. of members	<input type="text" value="11"/>
2.10 No. of IQAC meetings held	<input type="text" value="2"/>

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

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
<p>Organising various activities to commemorate the Silver Jubilee Year Celebration of the College.</p> <p>Organising various activities to protect environment, creating awareness on issues related to healthy environment and participatory society.</p>	<p>Various activities were organised throughout the year under different Departments and Associations/ Committees.</p> <p>Different NSS activities were conducted through out the year such as Cleanliness Drive, Blood Donations, Plastic Free Campus, preparing and distributing Cotton Bags, Environmental Protection activities, Community Awareness campaign about Malaria, Dengue, clean environment, etc.</p> <p>The College organised Cleanliness Drive on 2<sup>nd</sup> October 2014 under Swatchh Bharat Abhiyan. State Level Workshop for N.S.S. Volunteers and Programme Officers on `Swachha Bharat –Nitall Goem: Mission Inspired by Patriotism` was organised by Silver Jubilee Celebration Committee. Honourable Smt. Mridula Sinha, the</p>

<p>Expose the students to real life situations and for effective and participatory learning by organising Study Tours, Field trips and Industrial Visits.</p> <p>Encourage Students and Staff to participate in Sports and games.</p>	<p>Honourable Governor of Goa, inaugurated the workshop and delivered Keynote address.</p> <p>Awareness talk on Vector borne diseases and their Control was organised.</p> <p>Study Tours, Field Trips and Industrial visits were organised.</p> <p>College Study Tour and Geography Study Tour to part of North India and Nepal were organised.</p> <p>Various intramural activities were conducted including Annual Sports Meet.</p> <p>Inter-Collegiate Carrom (Men) Competitions was organised.</p> <p>Promotion of healthy living style by organising Physical Fitness Camp, Yoga sessions and talk on Fitness for all. Students were encouraged and trained to participate in various inter Collegiate Competitions.</p> <p>Participated in the inter collegiate Competitions organised by Goa University and bagged following prizes</p> <p><b>Judo:</b> 1 Gold, 2 Silver and 3 Bronze</p> <p><b>Weight and Power Lifting:</b> 1 Gold <b>Weight Lifting:</b> 1 Bronze</p> <p><b>Discuss Throw:</b> 1Gold.</p> <p><b>Taekwondo:</b> 1 silver and 1 Bronze</p> <p><b>Hurdles:</b> 1 Bronze</p> <p><b>Participation at National Level Competitions:</b> Junior National Judo Championship at Vadodara: 01. Sr. National Tennis Ball Cricket Tournament in Himachal Pradesh: 02 South Zone Softball National Championship: 01.</p> <p><b>All India Civil Services Badminton Tournament :</b></p> <p>State Level Winners : Women's Singles : and Mixed</p>
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Organising Workshops / Seminars for students and Teachers for development of Skill and enhancement of Knowledge.

To encourage all round development of Students by organising Intra-college competitions under different committees and Departments and encouraging to participate at intercollegiate events.

Doubles, Runners-Up in Women's Doubles

**Workshops:** Silver Jubilee Celebration Committee: Art of Anchoring; Tiatr - Sponsored by Tiatr Academy, Rangoli drawing, E-Governance – Life Cycle sponsored by NeGD in association with Department of IT, Government of Goa.

Department of Economics: State level Workshop on **Oyster Mushroom Cultivation** Sponsored by Rotary Club, Panaji Riviera; State level Workshop on **Campus to Corporate** Sponsored by ICSSR.

**Seminar:**

**State Level:** One Day State Level Seminar on “**Challenges faced by Indian Languages : A Futuristic View**” in association with the Department of Hindi, Marathi and Konkani under the aegis of the Directorate of Official Languages, Govt. Of Goa.

**Swatchh Bharat:** A state level Competition on preparing documentary on `Swachha Bharat –Nitall Goem: Mission Inspired by Patriotism` by Silver Jubilee Celebration Committee.

**Dept. of Geography:** A contingent of Delegates comprising Staff and Students from Sri Lankan University under the leadership of Dr. Sunethra visited the Department and interacted with the Staff and Students of the Department.

**Jubilations:** A Six day off-stage and on-stage Competitions organised by the Students' Council of the college to bring out the hidden talents of the students and to encourage large participation.

Alumni of the college held one day entertainment programme “Return of Jubilant” for the past students.

Inter-collegiate Abhang Gayan and Kavyajagar (Poetry Recitation) competitions were organised by the Abhyas Mandal-a Literary Association of the college.

Students of Computer Science participated in Two day National Level Technology Festival (NEOSIS) and won in many events like Online Treasure Hunt, Scrabble etc. and were awarded Shield and Certificates. Held on **6th to 8th Dec 2014.**

Awarded second place for best poster presentation on the topic “ Hazardous Holi Colours “ at 8<sup>th</sup> Annual Intercollegiate TYBSc Chemistry Symposium organised by Department of Chemistry Goa University.

Participated and won the 3rd place, in an essay competition for College students for National Science Day organized by State Council of Education Research & Training, Goa in collaboration with Dept. of Science and Technology and Environment, Govt. of Goa.

Students of Geography won overall Championship at **Geographerits** organised by Chowgule College, Margao.

	<p>Participated and won prizes in many other competitions organised in Goa such as:          First place in the Intercollegiate Folk Dance Competition at Gomant Lokmand Organised by Shri Shantadurga Shikshan Samiti , Ponda.</p> <p>Runner-up trophy at Hindi Srujanotsav, 2014 organised by Institute Menezes Braganza, Panaji – Goa.</p>
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*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

Nil

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	3	0	0	0
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>				

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

Interdisciplinary				
Innovative				



(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3
Trimester	
Annual	

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

(On all aspects)

Mode of feedback: Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Being an Affiliated College, it adopts the Syllabi provided by the Goa University. However, the faculty of the college who are the members of BOS contribute towards revision of the syllabi in their respective subjects.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
29	08	21 01- Librarian	-	-

2.2 No. of permanent faculty with Ph.D.

15

2.3 No. of Faculty Positions Recruited (R) and Vacant(V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	02		-	-	-	-	-	0	2
Post of Principal is vacant									

2.4 No. of Guest and Visiting faculty and Temporary faculty

14 –  
Contract  
basis

21- lecture Basis

Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		9	8
Presented papers		8	7
Resource Persons		03	03

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

The Institution has adopted the use of ICT facility, Group discussions, Class Seminars, Presentations by students. Digital story writing for students by English Department.

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

187

Working Days

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

Exam Pattern laid down by Goa University. However, for internal assessment teachers adopt different modes like presentation, projects, multiple choice

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

3

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction (%)	First (%)	Second (%)	Pass (%)	Needs Improvement (%)
T.Y.B.A.	58	14	24	32	14	16
T.Y. Com.	137	NIL	10	45	17	28
T.Y.BSc.	33	67	27	3	NIL	3.0

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

Students' performance at the end of each semester and Teachers Evaluation Report are helpful to Monitor/Evaluate the Teaching & Learning processes.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	03
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	18	23		
Technical Staff	01			

**Criterion – III**

**3. Research, Consultancy and Extension**

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

All the required information regarding research funding is made available to the staff members. Provision of required instruments, internet connectivity, and good library facilities to have a conducive environment for research in the college.

### 3.2 Details regarding major projects

	Completed	On going	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

### 3.3 Details regarding minor projects

	Completed	on going	Sanctioned	Submitted
Number	1	-	60000	Yes
Outlay in Rs. Lakhs				

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	3	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  ps. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2014-15	ICSSR	Rs. 60000/-	Rs. 60000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects ( <i>other than compulsory by the University</i> )				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sponsoring agencies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	<input type="text"/>
	Granted	<input type="text"/>
International	Applied	<input type="text"/>
	Granted	<input type="text"/>
Commercialised	Applied	<input type="text"/>
	Granted	<input type="text"/>

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

Total	International	National	State	University	Dist	College

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

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

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

JRF     SRF     Project Fellows     Any other

3.21 No. of students Participated in NSS events:

University level     State level   
 National level     International level

3.22 No. of students participated in NCC events:

University level     State level   
 National level     International level

3.23 No. of Awards won in NSS:

University level     State level   
 National level     International level

3.24 No. of Awards won in NCC:

University level     State level   
 National level     International level

3.25 No. of Extension activities organized

University forum     College forum   
 NCC     NSS     Any other

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

- Blood donation camps
- Awareness campaign about Malaria and Dengui, and vector borne diseases.
- AID's awareness program
- Anti-plastic drive
- Preparation and Distribution of cloth bags
- Cleanliness Drive

#### Criterion – IV

#### 4. Infrastructure and Learning Resources

##### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2,555 Sqmtr	—	GSIDC,PWD, DHE	2,555 Sqmtr
Class rooms	17	—	GSIDC,PWD, DHE	17
Laboratories	08	—	GSIDC,PWD, DHE	08
Seminar Halls	01	—	GSIDC,PWD, DHE	01
No. of important equipment's purchased ( $\geq$ 1-0 lakh) during the current year.	08 LCD's	—	GSIDC,PWD, DHE	08 LCD's
Value of equipment's purchased during year (Rs. in Lakhs)	4,00,000	—	—	4,00,000
Others	—	—	—	—

##### 4.2 Computerization of administration and library

**Administration:** Equipped with Intercom, Computerised records & documentation, printing, scanning, Xerox, On-line posting, Internet – GBBN.

**Library:** RFID, Circulation, Bar-Coding, e-Granthalay.  
Full Automation system is in process.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9,046	10,26,470	215	62,918	9,261	10,89,388
Reference Books	11,386	21,67,818	131	90,592	11,517	22,58,410
e-Books	--	--	--	--	--	--
Journals	--	--	--	--	--	--
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	360	Free with Books	40	Free with Books	400	Free with Books
Others-Project Reports	715	Students Record	37	Students Record	752	Students Record

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	14	23	2	1	1	UPS	LCD's	—
Added	—	3	—	—	—	—	—	—
Total	14	26	2	1	1	UPS	LCD's	—

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

Workshop on E- Governance

All the Departments with Laboratories are provided with Computer and internet facility. The college has a UGC Network Resource Centre which is accessible to all the teachers and students.

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipment's

iv) Others

**Total :**



## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Information regarding Book Bank Facility, Student Scholarship ,Attendance rules and regulation, Anti Ragging, Prevention of Sexual Harassment, etc. are provided in the college prospectus and were also brought to the notice of the students by displaying on the notice boards.

#### 5.2 Efforts made by the institution for tracking the progression

Through record from leaving/ Transference Certificate issued by the college and Alumni Association

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
595			

#### (b) No. of students outside the state

02

#### (c) No. of international students

-

No	%
205	34%

Men

No	%
390	66%

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
376	05	172	165	0	718	293	5	155	142	0	595

Demand ratio 1:1.1 Dropout %2

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

Tips on answering Competitive exams are conducted. Various Departments like Chemistry, Economics, Computer Science, etc. give tips to the students for answering entrance exams for PG courses. Similarly the Departments like English, Mathematics, Geography, Commerce, etc. informally help the current and passed out students with difficulties for answering competitive exams.

No. of students beneficiaries

25

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  AT   
 IAS/IPS etc  State PSC  UPSC  others

5.6 Details of student counselling and career guidance

Professional counsellor visits the college once every week. Career guidance activities are carried out. Apart from this, the teachers act as counsellors on academic and personal problems and also provide career guidance. The college also has a counselling Cell to help the needy students.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
1	15	5	15

5.8 Details of gender sensitization programmes

Talks conducted on Prevention of sexual harassment at workplace are being conducted. Gender Studies is a subject taught for BA students.

5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution		
Financial support from government Science Scholarship, Govt. Of Goa	160 02	Rs. 204177/- Rs. 50000/-
Financial support from other sources		
Number of students who received International/ National recognitions		

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level   
 Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No Major Grievances were reported by the students.

### Criterion – VI

#### **6. Governance, Leadership and Management**

##### 6.1 State the Vision and Mission of the institution

VISION  
Centre for Excellence  
MISSION  
To dedicate our energy to be responsive to needs of an ever changing society by promoting excellence in academic s and art.

##### 6.2 Does the Institution has a management Information System

NO

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

###### 6.3.1 Curriculum Development

Faculty members are on the Board of Studies in their respective subjects and contribute to changes/revisions in syllabi.

### 6.3.2 Teaching and Learning

- 1) INFLIBNET connectivity through Wi-Fi available in the Library.
- 2) Visual enhanced demonstration of concepts using LCD projector and videos.
- 3) Facilitated Online course (Digital India) and conducted its examination online using college infrastructure.

### 6.3.3 Examination and Evaluation

The College has adopted two components of evaluation: 1) Intra Semester Assessment (ISA) 20% and ii) Semester End Examination (SEE) 80%. The ISA committee of the college monitors the ISAs and evaluates the performance at the beginning of the SEE and Examination committee takes the responsibility of conducting the examination, evaluation, result preparation and announcement of the result. The Examination committee also functions as the Promotion Committee for the academic performance of the students.

### 6.3.4 Research and Development

- 1) Organization of seminars/Workshops
- 2) Participation in Workshops/Seminars/Symposiums and Conferences.
- 3) Pursuing Ph.D by the faculty.
- 4) Presentation and publication of Research papers and Seminar Proceedings
- 5) UGC sponsored Research projects undertaken.
- 6) Guide and encourage Students in interdisciplinary research projects.
- 7) Oral/ posters Presentation of research work / projects by students and faculty.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

#### Library provides the following services:

- 1) New arrivals of books, periodicals and journals are displayed regularly.
- 2) Book Bank Scheme for needy students.
- 3) Books for over- night reference.
- 4) Maintaining of past examination question papers for reference.
- 5) For the safety and security of the Library, CCTV cameras, fire extinguishers and emergency fire exit.
- 6) Library comprises of a spacious reading space, Book- store.
- 7) Book Exhibitions were conducted every year, the birth anniversary of Dr. S.R. Ranganathan, the “Father of Library Science in India”.
- 8) UGC Resource centre is functioning in the library.
- 9) Restoration of the books is regularly undertaken.

### 6.3.6 Human Resource Management

Organising workshops, Personality Development and training Programmes for students. The staff and students are also deputed to participate in such type of activities organised by other colleges/ organisations.

“Self-Development” course is offered for the III Semester students of BA.

### 6.3.7 Faculty and Staff recruitment

Recruitments are made by Directorate of Higher Education, Govt. of Goa as per the requirement of the college.

### 6.3.8 Industry Interaction / Collaboration

Guest Lectures by Expert from Industries are organised. Students are encouraged to undertake Projects related to Industries which are situated in Goa.

### 6.3.9 Admission of Students

Admission to the various courses is done through a transparent mechanism complying with the norms laid down by the DHE (Directorate of Higher Education), Govt. of Goa and the Goa University and the UGC. This includes selection of candidates on first cum first serve basis along with merit and due reservations as per the norms of Government of Goa . Admission Committee coordinates the admission process. This committee also helps the students and their parents by counseling them on the right choice of subjects and briefing them on the facilities and the rules and regulations of the college. An Orientation Program for all the students on the very first day of the academic year is conducted.

### 6.4 Welfare schemes for

Teaching	All the Welfare scheme applicable to the Government of Goa employees.
Non-teaching	--- do---
Students	Students aid Fund, Social welfare schemes and scholarships as per Central Government and State Government Schemes

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	Affiliation Committee appointed by GU	YES	Head of the Departments review the syllabus covered, question papers set by contract/Lecture-basis faculty
Administrative				

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

-

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

-

6.11 Activities and support from the Alumni Association

Helps the passed out students regarding placement avenues and the present students regarding the scope of various courses.

Distribution of brochures regarding the courses and facilities offered by the College to the students of neighbouring higher secondary schools.

Organising Reunion for past students.

6.12 Activities and support from the Parent – Teacher Association

Encouragement to the activities organised by the college.

6.13 Development programmes for support staff

Training in handling various instruments to be used in the office/Laboratory

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

Plastic free Drive, Tree Plantation, preparation and distribution of cloth

## Criterion – VII

### 7. Innovations and Best Practices

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

The UGC Resource centre has been enabling the staff and students to get online resources for teaching, learning and research work.

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

All the activities planned were organised.

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

1. Installation of electronic water purifiers for clean water.
2. Counselling students/ Parents at the time of Admission and after the Results and whenever required.

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

7.4 Contribution to environmental awareness / protection

1. E-waste management was done as per the rules, regulations and procedure laid down by Government of Goa
2. Field trips and campaign to create environment awareness. Cleaning of Streams, Beach and surrounding areas by the NSS volunteers.

7.5 Whether environmental audit was conducted?

Yes

No

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

**Strength:**

Supportive management, Dedicated Staff, Disciplined Students, Supportive Parents and Public, Better Infrastructure.

**Weakness:**

College playground and shortage of non-teaching Staff and Regular Principal.

**Opportunities:**

The college has opportunity to start post-graduation courses and skill based courses to improve the employability of students in various departments.

**Threats:**

Decreasing demand for Pure Science Programs.

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

- |  |
|--|
| <ol style="list-style-type: none"><li>1. Increasing use of ICT in Teaching -Learning process.</li><li>2. To increase the intake of students with the availability of new building block.</li></ol> |
|--|

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

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**Annexure I**

**Abbreviations:**

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



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