

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 Government College Of Arts, Science and Commerce

- Name of the Head of the institution : Dr. Purnakala V. Samant

- Designation: Principal

- Does the institution function from own campus:
Yes

- Phone no./Alternate phone no.: 0832-2287718/ 0832-2288369

- Mobile no.: 9326142001

- Registered e-mail: gcasck@rediffmail.com

- Alternate e-mail : christinadesouza5@gmail.com
- Address : Khandola, Marcela- Goa

- City/Town : Ponda

- State/UT : Goa

- Pin Code : 403107

2. Institutional status:

- Affiliated / Constituent: Affiliated College
- Type of Institution: Co-education/Men/Women Co-education

- Location : Rural/Semi-urban/Urban: Rural
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing
(please specify) Grants- in aid

- Name of the Affiliating University: Goa University
- Name of the IQAC Co-ordinator : Dr. Isabel Dennis
- Phone no. :

Alternate phone no. 0832-2287718

- Mobile: 9405412597
- IQAC e-mail address: iqacgcask@gmail.com
- Alternate Email address: isabeldennis123@gmail.com

3. Website address: www.khandolacollege.edu.in

Web-link of the AQAR: (Previous Academic Year): www.khandolacollege.edu.in (click-NAAC)

4. Whether Academic Calendar prepared during the year?

Yes/No- **Yes**....., if yes, whether it is uploaded in the Institutional website: **Yes**

Weblink:

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B+	-	21st September, 2005	from:2005 to: 2010
2 nd	A	3.01	28th March, 2017	from:2017 to: 2022
3 rd	-	-	-	-
4 th	-	-	-	-
5 th	-	-	-	-

6. Date of Establishment of IQAC: DD/MM/YYYY: 29-10-2009

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
1. Curriculum Development	Academic year 2017-18	Faculty members
2. Teaching/ Learning	Academic year 2017-18	Faculty members
3. Research & Development	Academic year 2017-18	Faculty members
4. Non- Academic program for students		
a) Cultural	Academic year 2017-18	Students
b) Sports	Academic year 2017-18	Students

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
Govt. College of Arts, Science and Commerce, Khandola	-	Government of Goa	2017-18	111,247,661
-	-	-	-	-
-	-	-	-	-

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

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 02

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website....

Yes/No : Yes

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

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No : No

If yes, mention the amount: Year:

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

* Constitution of Committees for the academic year 2017-18 as per the guidelines of NAAC.

* Faculty development programmes for the teaching faculty.

* Healthy practices-

a) Planting trees, laying of lawn and garden to create a green ambience.

b) Communication with Faculty, Staff and Students was improved by introduction of SMS system.

* IQAC encouraged the Faculty to organise Seminars, Conferences and Workshops in their respective subjects. The different Departments are encouraged to invite resource persons to interact with the faculty and students. The focus of teaching is always student centric. IQAC has promoted field trips and study visits for the students and also organised quizzes, debates, elocutions, poster competitions etc. The students are also encouraged to actively participate in Inter- Collegiate Activities. The students were also encouraged to present papers and take part in Student exchange programmes.

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
1. Minimizing environmental degradation	<ol style="list-style-type: none"> 1. Decreased use of plastic 2. Optimization of existing infrastructure 3. Tree plantation 4. 200 cotton cloth bags were distributed to the villagers of Savoi-Verem, Volvoi and Verem
2. Faculty Development programmes	<ol style="list-style-type: none"> 1. Workshop conducted for faculty on CBCS 2. Counselling session are available for students 3. Participation in Workshops, Conferences, Seminars and poster presentation by faculty and students. 4. Workshops, Seminars and Conferences were conducted for students. Resource persons were invited to deliver talks on various issues related to academics, etc.
3. Fulfilling social responsibilities	<ol style="list-style-type: none"> 1. Remedial classes for weaker students 2. Mentoring at the ratio of 1:10 3. Blood donation camp 4. Cleanliness drive by N.S.S. 5. Swachha Bharat rallies and activities were undertaken by the N.S.S. students. 6. Community awareness programme about Vector borne diseases and their control. 7. Special N.S.S. Camp was organised. 8. Conducted 3 camps for Senior Citizens (Health Watch Camp and Distribution of wheelchairs, Dentures, Spectacles, Walking sticks etc.) 9. Conducted Awareness program for the villagers of Volvoi, Savoi-Verem & Verem regarding welfare schemes for SC/ST, OBC, DSS, Disabled, Widows, Orphans, etc. 10. Conducted Entrepreneur Workshop for the villagers of Volvoi, Savoi-Verem, etc.
4. Group learning	<ol style="list-style-type: none"> 1. Study tours, field trips and Industrial visits were organised. 2. Student exchange programme.
5. Activities for all round development of students	<ol style="list-style-type: none"> 1. Various intra-mural activities were conducted including Annual Sports Meet. 2. Promotion of healthy living style by organising Physical Fitness Camp, Yoga sessions and talk on Fitness for all. 3. Students were encouraged and trained to participate in various Inter- Collegiate Competitions. 4. 'Jubilations' Off- stage and On- stage Competitions organised by the Students Council of the College to bring out the hidden talents of the students.
6. Participation from stakeholders	<ol style="list-style-type: none"> 1. Alumni meetings to discuss and enhance wholesome education and development.
7. Enabling better participation from the differently abled	<ol style="list-style-type: none"> 1. Ramps in Campus 2. Wheel chairs 3. Provision of western closet 4. Classes were conducted on ground floor 5. Library books were issued on personal basis

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: Nil

16. Whether institutional data submitted to AISHE: Yes/No: Yes
Year: 2018 Date of Submission: 28-02-2018

17. Does the Institution have Management Information System?
Yes No : No

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

Part-B

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
<ul style="list-style-type: none"> • Our College conducts undergraduate degree programs in Arts (B.A.), Science (B.Sc.) and Commerce (B.Com.). The College is affiliated to Goa University. The Curriculum is prepared by Goa University. Similarly, our College also offers PG programs in Commerce and Chemistry for which the Curriculum is prepared by the University. Each course is Semester based and CBCS. • Each faculty member prepares a Semester-wise teaching schedule based on the academic calendar communicated by Goa University so that the recommended syllabus is completed in time. • There are forty-four faculty members to teach the UG and PG programs. Each faculty is assigned teaching workload of 16 and 14 teaching hours per week. • At the beginning of each Semester a copy of the Syllabus is given to the students. All non-experimental subjects have 5 lecture periods and experimental subjects have 3 lectures and 2 practical periods each. The College prepares a time- table for theory and practicals and it is displayed before the commencement of each Semester. Before the commencement of Semester each faculty is assigned teaching workload for which the teacher plans and submits the teaching plan. Each teacher keeps the plan of action. • A copy of the time- table is displayed on the Staff and Students Notice Board. • The College has taken many initiatives for the effective delivery of the curriculum provided by the University. • All the classrooms have been provided with LCD projectors and the teachers use these facilities and help the students in the learning process. Similarly all the Science Laboratories have been equipped with the relevant equipments. • Many faculty members have served as Chairpersons or members of Board of Studies (BOS) of the Goa University and have contributed to the restructuring and framing of syllabus of Finance, Macroeconomics, Computer Science, Chemistry, Hindi, Marathi, English, Microbiology, etc. • They have given valuable suggestions regarding new combinations, incorporations of recent developments as well as promoting of interdisciplinary research. • The faculty receives full support from the College in translating the curriculum into teaching practice. ICT as well as Library facilities are provided by the College. The College also helps to procure teaching aids.

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
1.LaTeX-(Project Document Preparation Software)		5th January to 27th January, 2018 (23 days)	1.Can be employed in Scientific Research Laboratories	1.Useful in Writing Scientific Papers for publication in Research Journals 2.Converting Format from one Journal type to another
2.Master Class in Design		8th January to 20th January, 2018 (13days)	1.To start Photo-Editing and Photo Restoration Service 2. To be a Graphics, Logo, T-shirt, Greeting Cards designer 3.To be an Art designer for CDs, Banners, Bill boards and Movies	1.Enhances learning of 3D designs 2.Designing of Business cards and UI of an application on web pages 3. Enhances product designing, Computer Art, Presentations, Reports, etc.
3.GST Accounting with Tally ERP 9 (PG M.Com –Part-I)		12th February to 6th March, 2018 (23 days)	1.Facilitates self-employment 2.Tax consultant 3. Can work in the CA’s office, Industries, etc.	1.Enhances the knowledge of Accounting with GST
4.Communication Skills and		9th February to 1st March, 2018	1.Can work as Soft Skills Trainer	1.To communicate effectively

Personality Development		(21 days)	2. Can work as Secretary, Receptionist, Front Office Executives etc.	
5.Basic Course in Sanskrit Learning		24th April to 28th April, 2018 (5 days)	1. Can work as Sanskrit teacher	1.Enhances the knowledge of Sanskrit language
6.Tally, Accounting and GST (UG students)		6th November to 23rd November, 2018 (18 days)	1.Facilitates self-employment 2.Tax consultant 3. Can work in the CA's office, Industries, etc.	1.Enhances the knowledge of Accounting with GST

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	
M.Com.+ M.Sc. (Inorganic Chemistry)	12-06-2017	Department of Geography		18-06-17	
		Geography Discipline Specific Course (DSC) for B.A programme			
		Semester	Paper code	Title of the paper	
		Sem I	GEC-101	Theory : introduction and fundamentals of geography Practical: Introduction to cartographic techniques	
		Sem II	GEC-102	Theory :Social and cultural geography Practical: practical in Social and cultural geography	
		Generic Elective(GE) under Geography Course for B.A/ B.Sc / B.Com programme			
		Semester	Paper code	Title of the paper	
		Sem I	GEG-101	Resource Geography of Goa	
		Sem I	GEG-105	Sustainable Development	
		Sem II	GEG-102	Geography of Resource Utilization in Goa	
		Sem II	GEG-106	Spatial Information Technology	
		EVS AECC (Ability Enhancement Course) for B.A / B.Sc programme			
		Semester	Paper code	Title of the paper	
		Sem I/II	AECC	Environmental Studies	
		Department of Hindi			
		Hindi Discipline Specific Course (DSC) for B.A programme			
		Semester	Paper code	Title of the paper	
		Sem I	DSC 1A-HNC-101	Madhyakalin Evam Adhunik Hindi Kavya Tatha Vyakaran	
		Sem II	DSC 1A-HNC-102	Adhunik Hindi Katha Sahitya Evam Vyakaran	

Hindi AECC(Ability Enhancement Course) for B.A / B.Sc programme			
Semester	Paper code	Title of the paper	
Sem I/ II	AECC-HNA-101	Sampreshan kaushal	
Department of Political Science			
Political Science Discipline Specific Course (DSC) for B.A programme			
Semester	Paper code	Title of the paper	
Sem I	PSCC 1A	Introduction to Political Theory	
Sem II	PSCC 1B	Politics and Political Ideas	
Generic Elective (GE) under Political Science Course for B.A/B.Sc/B.Com programme			
Semester	Paper code	Title of the paper	
Sem I	GE-1A	Contemporary Issues in India	
Sem II	GE-1B	Contemporary Global Affairs	
Department of Marathi			
Marathi Discipline Specific Course (DSC) for B.A Programme			
Semester	Paper code	Title of the paper	
Sem I	MRC-103	Laghu katha : Ek Vangmay Prakar	
Sem II	MRC-102	Natak: Ek Vangmay Prakar	
Generic Elective (GE) under Marathi Course for B.A/B.Sc/B.Com programme			
Semester	Paper code	Title of the paper	
Sem I	MRG -01	Chitrapat : Aaswad Prakriya (Film Appreciation)	
Sem II	MRG-102	Prasar Madhyam: Lekhan Kaushalya, Batmi Lekhan	
Marathi AECC(Ability Enhancement Course) for B.A / B.Sc programme			
Semester	Paper code	Title of the paper	
Sem I/ II	MRA-101	Sampreshan kaushalya : Sutrasanchalan	
Department of Psychology			
Psychology Discipline Specific Course (DSC) for B.A Programme			
Semester	Paper code	Title of the paper	
Sem I	PSY-1A	Fundamentals of Psychology 1	
Sem II	PSY-3B	Fundamentals of Psychology 2	
Generic Elective(GE) under Psychology Course for B.A/ B.Sc/ B.Com programme			
Semester	Paper Code	Title of the paper	
Sem I	PSY-1A	Child Psychology	
Sem II	PSY-2B	Psychology of Adolescence	

Department of Konkani			
Konkani Discipline Specific Course (DSC) for B.A Programme			
Semester	Paper Code	Title of the paper	
Sem I	KOD-001	Katha Sahitya: Siddhant aani Aswadan	
Sem II	KOD-002	Konkani Katha: Aswadan Aani Nirmiti Abhyas	
General Electives (GE) under Konkani Course for B.A/B.Sc/B.Com programme			
Semester	Paper Code	Title of the paper	
Sem I	KOG-001	Vevharantli Konkani Bhas	
Sem II	KOG-002	Sampark Madhyamanchi Konkani Bhas	
Konkani AECC(Ability Enhancement Course) for B.A / B.Sc programme			
Semester	Paper Code	Title of the paper	
Sem I/II	KOA-001	Maukhik Konkani: Hashik Kaushllyanchem Adhyan	
Department of Economics			
Economics Discipline Specific Course (DSC) for B.A Programme			
Semester	Paper Code	Title of the paper	
Sem I	ECC-101	Microeconomics I	
Sem II	ECC-102	Microeconomics II	
Generic Elective (GE) under Economics Course for B.A/B.Sc/B.Com programme			
Semester	Paper Code	Title of the paper	
Sem I	ECO GE3	Demography and Population Studies I	
Sem II	ECO GE4	Demography and Population Studies II	
Department of English			
English Discipline Specific Course (DSC) for B.A Programme			
Semester	Paper Code	Title of the paper	
Sem I	EGG-102	Popular Literature	
Sem II	EGG-108	Indian Writing in English	
English AECC(Ability Enhancement Course) for B.A / B.Sc programme			
Semester	Paper Code	Title of the paper	
Sem I/II		English Communication I	

Department of Commerce				GE 4
Commerce Core course (CC) for B.Com Programme				SEC2
Semester	Paper Code	Title of the paper		
Sem I	CC-1	General Management		
Sem I	CC-2	Financial Accounting		
Sem I	CC-3	Micro Economics		
Sem I	CC-4	Commercial Arithmetic 1		
Sem II	CC-5	Introduction to Marketing		
Sem II	CC-6	Financial Statement Analysis and Interpretation		
Sem II	CC-7	Managerial Economics		
Sem II	CC-8	Commercial Arithmetic 2		
AECC(Ability Enhancement Course) for B.Com programme				
Semester	Paper Code	Title of the paper		
Sem I	AECC 1	Spoken English		
	AECC 2	Environmental Studies I		
Sem II	AECC 3	Business Communication		
	AECC 4	Environmental Studies II		
Generic Elective (GE) under Commerce Course for B.A/B.Sc/B.Com programme				
Semester	Paper Code	Title of the paper		
Sem I	GE 1	Banking I		
Sem I	GE 1	Co- operative Management and Accounting		
Sem I	GE 1	Marketing Management		
Sem II	GE 2	Banking II		
Sem II	GE 2	Tourism and Hospitality Management		
Sem II	GE 2	Services Marketing I		
MATHEMATICS DEPARTMENT				
Mathematics Discipline Specific Course (DSC) for B.Sc Programme				
Semester	Paper code	Title of the paper		
Sem I	DSC-1A	Calculus and Numerical Methods		
Sem II	DSC-1B	Matrices and Linear Algebra		

PHYSICS DEPARTMENT				
Physics Discipline Specific Course (DSC) for B.Sc Programme				
Semester	Paper code	Title of the paper		
Sem I	PYC-101	Section 1: Mathematical Methods and Mechanics Section 2: Electrical Circuit Theory		
Sem II	PYC-102	Section1: Heat and Thermodynamics Section2: Properties of Matter and Acoustics		
MICROBIOLOGY DEPARTMENT				
Microbiology Discipline Specific Course (DSC) for B.Sc Programme				
Semester	Paper code	Title of the paper		
SEM I	MIC GC-1	Microbiology and Biochemistry-1		
Sem II	MIC GC-2	Microbiology and Biochemistry-2		
Department of Computer Science				
Computer Science Discipline Specific Course (DSC) for B.Sc Programme				
Semester	Paper code	Title of the paper		
Sem I	CSC-101	Programming Fundamentals using C		
Sem II	CSC-102	Data Structures		
Generic Elective (GE) under Computer Science Course for B.A/B.Sc/ B.Com programme				
Semester	Paper code	Title of the paper		
Sem I	CSG-103	IT fundamentals		
Sem II	CSG-104	Multimedia and web design		
Department of Chemistry				
Chemistry Discipline Specific Course (DSC) for B.Sc Programme				
Semester	Paper code	Title of the paper		
Sem I	DSC-2A	Inorganic Chemistry and Organic Chemistry		
Sem II	DSC-2B	Physical Chemistry and Organic Chemistry		

Post Graduate Department of Chemistry				
Semester	Paper code	Title of the Paper		
Sem I	CHIC-401	General Inorganic Chemistry		
Sem I	CHOC-401	Concepts in Organic Chemistry		
Sem I	CHAO-401	Analytical Techniques-I		
Sem I	CHAO-402	Analytical Techniques-II		
Sem I	CHPO-401	Selected topics in Physical Chemistry		
Sem I	CHIC-402	Laboratory Course in Inorganic Chemistry		
Sem I	CHPC-402	Laboratory Course in Physical Chemistry		
Sem II	CHAC-401	Spectroscopic Methods in Chemistry		
Sem II	CHPC-401	General Physical Chemistry		
Sem II	CHOO-401	Concepts in Organic Chemistry - II		
Sem II	CHOO-402	Concepts in Organic Chemistry - III		
Sem II	CHIO-401	Selected topics in Inorganic Chemistry		
Sem II	CHIO-402	Environmental Chemistry		
Sem II	CHAC-402	Laboratory Course in Analytical Chemistry		
Sem II	CHOC-402	Laboratory Course in Organic Chemistry		
Post Graduate Department of Commerce				
Semester	Paper code	Title of the Paper		
Sem I	COC-101	Advanced Financial Management		
Sem I	COC-102	Research Methodology and Statistical Analysis		
Sem I	COC-103	Managerial Accounting		
Sem I	COC-104	Capital Markets		
Sem I	COC-105	Business Policy and Strategic Management		
Sem II	COC-201	Corporate Accounting		
Sem II	COC-202	Organizational Behaviour		
Sem II	COC-203	Marketing Management		
Sem II	COC-204	Security Analysis and Port Folio Management		
Sem II	COC-205	Business Statistics and Econometrics for Managers		

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
	B.A.	M.Sc.	2017-2018	2017-2018	2017-2018
	B.Sc.	M.Com.	2017-2018	2017-2018	2017-2018
	B.Com.		2017-2018	2017-2018	
Already adopted (mention the year)					

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year		
No of Students	Certificate	Diploma Courses
23	Master Class in Design	-
26 (for PG)	GST Accounting with Tally ERP 9	-
26	Communication Skills and Personality Development	-
40	Basic Course in Sanskrit Learning	-
66 (for PG)	Tally, Accounting and GST	-
19	Chemistry through Lens of Software	-

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
Nil	-	-

1.3.2 Field Projects / Internships under taken during the year	
Project/Programme Title	No. of students enrolled for Field Projects / Internships
Nil	-

1.4 Feedback System				
1.4.1 Whether structured feedback received from all the stakeholders. Nil				
1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes/ No	Yes/ No	Yes/ No	Yes/ No	Yes/ No

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

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.A.	60	152	129
B.Sc.	80	168	99
B.Com.	120	150	131
M.Sc.	20	20	15
M.Com.	40	30	26

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	831	41	47	Nil	6

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 (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
47	47	36	26	Nil	Nil

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)		
<p>Students mentoring system has been initiated by the IQAC. Mentoring system is undertaken not only by the full time permanent faculty but also by the faculty who are appointed on contractual and lecture basis. The Institution has constituted a Mentoring Committee to chalk out a plan and provide guidelines to the faculty about the mentoring process. The Committee appoints the mentor for a particular group of students. The ratio is 1:10. The names of the mentees are given to the particular faculty (the mentor). The mentor fills in the details of the mentee in a prescribed form prepared by the mentoring Committee. The mentor meets the mentee once in a week or it may be often depending upon the needs of the mentee. During the meeting both mentors and mentees utilise the following core skills in their mentoring partnership.</p> <ol style="list-style-type: none"> 1. The mentor listens actively to the mentee. Active listening is most basic to mentoring. 2. Besides, the mentor also gives encouragement and helps the mentee to identify goals. Moreover, every mentor provides instruction and helps to develop capabilities of the mentees. Besides, it also takes the initiative of providing corrective feedback. Every mentor displays faith in the mentees abilities. He/ she also nurtures great skills like patience, compassion and understanding. Mentoring in this Institution is picking up slowly and steadily and hopes to gain momentum in the years to come. 		
Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
872	33* (mentoring is done by all teachers including Contract {14} and Lecture basis {28})	1:10

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.
47	47	Nil	Nil	21

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)			
<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>
2017	Dr. Beena Vernekar	Associate Professor	Best Professor in Chemistry by Devang Mehta Foundation National Education Award
2018	Mr. Naresh Naik	Assistant Professor	Late Madhavi Sardesai Yuva Shikshak Puraskar

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- **Sem.-I/III/V- 90 days Sem.- II/IV/VI- 90 days**

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
T.Y.B.A.	-	Sem.- V	29-11-17	15-12-17
T.Y. B.Sc.	-	Sem.- V	08-11-17	15-12-17
T.Y.B.Com.	-	Sem.- V	03-11-17	15-12-17
T.Y. B.A.	-	Sem.- VI	24-05-18	07-06-18
T.Y. B.Sc.	-	Sem.- VI	07-05-18	31-05-18
T.Y.B.Com.	-	Sem.- VI	27-04-18	04-06-18

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

The pattern of evaluation is laid down by the Goa University and is followed by the College. The Semester system is followed wherein Intra-Semester Assessment (ISA) 20% and Semester End Examination (SEE) 80% are conducted.

The following are the reforms initiated by the Institution on its own to test Internal Semester Assessment (ISA).

1. Assignments
2. Role plays
3. Presentation
4. Making Models
5. Wall Papers/ Posters
6. Group Activity/ Pair Work
7. Field Trips
8. Study Tours
9. Viva
10. Demonstration reactions
11. Studying chemical reactions in daily processes
12. Open book examination
13. Dress code is made mandatory by the Commerce Department for project viva-voce examination at the University level.

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

- The IQAC Committee takes on the responsibility of preparing the Academic Calendar which is printed in the College Prospectus and Handbook. Every student who purchases the Prospectus gets a copy of the Academic Calendar. The Academic Calendar is the collection of preconditions taken into account when scheduling the academic time table of the Institution. For example, the academic calendar lists the start date of the academic year, commencement of ISA exams, commencement of Semester End Exam, Declaration of results etc. Besides, it also gives the important dates of Curricular and Co- Curricular activities which are scheduled to be conducted. It also gives information regarding holidays, days of significance i.e. Celebrations of Independence Day, Goa Liberation Day, Republic Day etc.
All Academic time-tables are based on the Academic Calendar. This Institution has its own Academic Calendar often under a different name eg. Academic Schedule or Institutional Plan.
- The conduct of examination and declaration of results is briefed in the Academic Calendar. The Academic Calendar gives the glimpse of the Institutional Plan for the year right from the commencement of the term to the end of the term. The Academic Calendar gives information

of all the activities to be conducted, celebration of National Days, Workshops, Seminars and Conferences to be conducted along with the dates of Vacations and Examinations.

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) Nil

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
-	T.Y.B.A. Sem.- V	56	45	80.35%
-	T.Y.B.Sc. Sem. – V	48	46	95.83%
	T.Y.B.Com. Sem. – V	107	77	71.96%
-	T.Y.B.A. Sem.- VI	56	50	89.28%
-	T.Y.B.Sc. Sem. – VI	48	45	93.75%
-	T.Y.B.Com. Sem. – VI	107	78	72.89%

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) Nil

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	Nil	-	-	-
Minor Projects	Nil	-	-	-
Interdisciplinary Projects	Nil	-	-	-
Industry sponsored Projects	Nil	-	-	-
Projects sponsored by the University/ College	Nil	-	-	-
Students Research Projects (other than compulsory by the College)	Nil	-	-	-
International Projects	Nil	-	-	-
Any other(Specify)	Nil	-	-	-
Total	Nil	-	-	-

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)
Nil	-	-

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
Nil	-	-	-	-

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year		
Incubation Centre	Name	Sponsored by
Nil	-	-
Name of the Start-up		
Nil	-	-

3.3 Research Publications and Awards		
3.3.1 Incentive to the teachers who receive recognition/awards		
State	National	International
Nil	-	-

3.3.2 Ph.D.s awarded during the year (applicable for PG College, Research Center)	
Name of the Department	No. of Ph.Ds Awarded
Nil	-

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	-	-	-
International	Physics	1	-
	Chemistry	1	-
	Economics	2	-

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
Nil	Nil

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
Challenges of non-communicable diseases & sustainable development of China & India	Dr. Seema Rath	Acta Ecologica Sinica 38	2018	-	Govt. College Khandola	-
Problems & Prospects of Farming in Ponda Taluka, Goa	Dr. Seema Rath	Research Journal Of Agriculture Sciences	2018	-	Govt. College Khandola	-
Synthesis, Structural and Morphological Property of BaSnO ₃ , Nano Power prepared by solid state ceramic method	Dr. Jaison Joseph	IOP: Material Science & Engineering	2017	-	Govt. College Khandola	1
Resistivity..	Dr. Jaison Joseph	Journal of Taibah University for Science 11 (4)	2017	-	Govt. College Khandola	-
Impact Assessment of Ladli Laxmi Scheme in Goa	Dr. Seema P. Salgaonkar	Dynamics of Public Administration	2017	-	Govt. College Khandola	-
Gender and self-employment: An Alternative or Double Deprivation	Dr. Seema P. Salgaonkar	Women's Link	2017	-	Govt. College Khandola	-
Success and	Dr. Seema P.	Al-Barkaat	2017	-	Govt. College	-

Shortcomings in Self Help Group-Bank Linkages (Case studies of Goa)	Salgaonkar	Journal of Finance and Management			Khandola	
Role of Panchayats in Sustainable Tourism: Insights from Goa	Dr. Seema P. Salgaonkar	International Journal of Tourism and Travel	2017	-	Govt. College Khandola	-
Cleansing Electoral Finances to curb Unscrupulous Expenditures in Elections	Dr. Seema P. Salgaonkar	Journal of Politics and Governance	2018	-	Govt. College Khandola	-
Structure Activity Relationships of Acyclic Selenopurine Nucleosides as Antiviral Agents	Dr. Siddhi D. Naik	Molecules	2017	-	Govt. College Khandola	-

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 as mentioned in the publication
Carbon nanotubes ..	HT Gomes, P.V. Samant	Applied Catalysis B: Environmental	2004	10	104	
Surface activation..	P.V. Samant	Carbon 42 (7)	2004	10	82	
Development of carbon...	JL Figueiredo, MFR Pereira, P Serp, P Kalck, PV Samant	Carbon 44 (12)	2006	10	75	
Carbon supports for methanol..	P.V. Samant	Journal of Power Sources 151	2005	10	70	
Enhanced activity of Pt..	P.V. Samant	Journal of power sources 125 (2)	2004	10	69	
Nickel-modified manganese oxide...	P.V. Samant	Journal of power sources 79 (1),	1999	10	65	
Carbon xerogel..	P.V. Samant	Catalysis Today 102	2005	10	64	
Enhanced electro..	JS Rebello, P.V. Samant	Journal of power sources 153 (1)	2006	10	50	
Mesoporous carbon..	P.V. Samant	Catalysis today 102	2005	10	44	
Enantioselective...	É Sipos, G Fogassy, A Tungler, PV Samant	Journal of Molecular Catalysis A: Chemical 212 (1-2)	2004	10	37	
Preparation of highly mesoporous..	P Samant	XXI Encontro Nacional da Sociedade Portuguesa de	2008	10		

		Química				
Catalisadores de platina..	H Gomes, P Samant	XXIX Reunião Ibérica de Adsorção	2004	10		
Oxidação catalítica por	H Gomes, P Samant	6º Encontro da Divisão de Catálise e Materiais Porosos	2003	10		
Enhanced activity of Pt..	P.V. Samant		2002	10		
Catalyst for electro ...	P.V. Samant		1999	10		
Incidence and genetic..	S Doijad, SB Barbudde, S Garg, S Kalekar, J Rodrigues, D D'Costa	Food Control 22 (12)	2011	5	36	
Genotypic..	S Kalekar, J Rodrigues, D D'COSTA	Annals of Tropical Medicine & Parasitology 105 (5)	2011	5	12	
Prevalence,serogroups...	D D'Costa	Proceedings of the National Academy of Sciences	2013	5	7	
Isolation and characterization..	SP Doijad, V Vaidya, S Garg, S Kalekar, J Rodrigues, D D'Costa,		2010	5	6	
Occurrence and characterization..	D D'Costa	German Association of Dairy Science	2012	5	2	
Mangrove ecosystem..	KV Poharkar, S Kerkar, D D'Costa	Water Environment Research 88 (3)	2016	5	1	
Prevalence...	D D'Costa	Bioprospects of Coastal Eubacteria	2015	5		
Bacteriological..	D D'Costa	Indian Association of Veterinary Public Health Specialists	2011			
Isolation ...	D D'Costa					
Microstructure..	J Joseph	Materials Research Bulletin 61	2015	2	8	
Structure ..	J Joseph	Physica B: Condensed Matter 456	2015	2	7	

Microstructure...	J Joseph	Advanced Science Letters 22 (4)	2016	2	2	
Magnetic...	J Joseph	International Journal of Thin Films Science and Technology 3 (3)	2014	2	2	
Synthesis..	J John, VPM Pillai, AR Thomas, R Philip, J Joseph	IOP Conference Series: Materials Science and Engineering 195 (1)	2017	2	1	
Synthesis..	J Joseph	IOP Conference Series: Materials Science and Engineering 73 (1)	2015	2	1	
Resistivity..	J Joseph	Journal of Taibah University for Science 11 (4)	2017	2		
Investigations into..	J Joseph	Goa University	2015	2		
Characterization and mossa...	MM Kothawale, RB Tangsali, J Joseph	AIP Conference Proceedings 1349 (1)	2011	2		
Characterization and mossa...	MM Kothawale, RB Tangsali, J Joseph		2011	2		
Nanoferrite thin films	J Joseph		2011	2		
Childrens interest..	R Divakar	Indian Journal of Marketing 46 (5)	2016	1	1	
Parental regulation..	R Divakar	Splint International Journal of Professionals 3 (6)	2016	1		
Children's interest in TV advertisements	D Radhamani,	Associated Management Consultants Pvt. Ltd	2016	1		
Children's interest in viewing TV	D Radhamani,	SLAA Publications Pvt. Ltd.,	2016	1		
Parental regulation..	D Radhamani,	Splint International Journal of Professionals	2016	1		
Children's preferences.	D Radhamani		2016	1		
Food preferences..	D Radhamani	Global Journal for Research Analysis (GJRA),	2016	1		
The Impact of Television..	R Divakar	Goa University	2016	1		

Parent's attitude..	R Divakar	International Journal in Management & Social Science 4 (3)	2016	1		
Impact of various..	D Radhamani	IJMSRR	2015	1		
Influence of TV...	D Radhamani	worldwidejournals. in	2015	1		
Parental regulation..	D Radhamani	Splint International Journal of Professionals	2015	1		
Incidence and genetics..	S Doijad, SB Barbuddhe, S Garg, S Kalekar	Food Control 22 (12),	2011	3	36	
Genotypic characterization..	S Kalekar	Annals of Tropical Medicine & Parasitology 105 (5),	2011	3	12	
Isolation and characterization..	SP Doijad, V Vaidya, S Garg, S Kalekar		2010	3	6	
Occurrence and characterization..	D D'Costa, S Bhosle, RB Dhuri, S Kalekar	German Association of Dairy Science	2012	3	2	
Characterization of Listeria...	K Sushanta	International Journal of Medical and Health Sciences 4 (2),	2015	3	1	
Prevalence and characterization..	J Rodrigues, S Kalekar	Indian Journal of Fisheries 62 (1),	2015	3	1	
Characterization of Listeria	S Kalekar	Goa University	2015			
Characterization of Listeria..	S Kalekar		2015	3		
Isolation and characterisation..	D D'Costa, SN Bhosle, RB Dhuri, S Kalekar			3		
Challenges of non-communicable diseases & sustainable development of China & India	Dr. Seema Rath	Acta Ecologica Sinica 38	2018			Govt. College Khandola
Problems & Prospects of Farming in Ponda Taluka, Goa	Dr. Seema Rath	Research Journal Of Agriculture Sciences	2018			Govt. College Khandola
Impact Assessment of Ladli Laxmi Scheme in Goa	Dr. Seema P. Salgaonkar	Dynamics of Public Administration	2017			Govt. College Khandola

Gender and self-employment: An Alternative or Double Deprivation	Dr. Seema P. Salgaonkar	Women's Link	2017			Govt. College Khandola
Success and Shortcomings in Self Help Group-Bank Linkages (Case studies of Goa)	Dr. Seema P. Salgaonkar	Al-Barkaat Journal of Finance and Management	2017			Govt. College Khandola
Role of Panchayats in Sustainable Tourism: Insights from Goa	Dr. Seema P. Salgaonkar	International Journal of Tourism and Travel	2017			Govt. College Khandola
Cleansing Electoral Finances to curb Unscrupulous Expenditures in Elections	Dr. Seema P. Salgaonkar	Journal of Politics and Governance	2018			Govt. College Khandola
Structure Activity Relationships of Acyclic Selenopurine Nucleosides as Antiviral Agents	Dr. Siddhi D. Naik	Molecules	2017			Govt. College Khandola

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	10	25	25	-
Presented papers	10	22	-	-
Resource Persons	2	6	2	-

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
1. National Deworming Day	Ministry of Health Services, Govt. of India	1	196 girls and 135 boys Total=331
2. Malaria as a disease, its control, diagnosis and treatment (Visit to the Institute)	National Institute of Malaria Research Goa	3	23
3. Senior Citizen Camp (Samajik Adhikarita Shivar)	Rashtriya Vayoshri Yojna Scheme of Social Justice and Empowerment, Govt. Of India.	2	115
4. N.S.S. special Camp	N.S.S. Unit of the College in association with the Govt. of Goa	7	32
5. Blood Donation Camp	N.S.S. Unit of the College in association with the Govt. of Goa	7	67
6. Awareness of Self-Help (Women Empowerment)	N.S.S. Unit of Govt. College of Arts, Science and Commerce, Khandola in collaboration with Govt. of Goa	7	32
7. National Youth Festival at Haryana	Govt. of Goa	-	2
8. National Integration	Govt. of Goa	-	2

Camp at Karnataka			
9. National Youth Festival at Uttar Pradesh	Govt. of Goa	-	2

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
My Contribution To Make My Country Clean	Third Place in Inter-Collegiate Short Film Making Competition	N.S.S. Cell of Goa University	7

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
1.Cotton cloth bag distribution programme	Govt. College of Arts, Science and Commerce, Khandola in collaboration with Village Panchayat, Savoi-Verem	Distribution of 200 cotton cloth bags	7	32
2.Cleanliness drive, Spring cleaning, Anti-plastic drive	N.S.S. Unit of Govt. College of Arts, Science and Commerce, Khandola in collaboration with Govt. of Goa	Cleanliness drive of Savoi-Verem, Verem and Volvoi villages	7	32

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
1.Mr. Prashant Chodankar conducts practicals in Geometrical optics and Physical optics	First year Bachelor of Optometry, Goa Medical College	Govt. Of Goa	4 th Year of collaboration
2. Dr. Pravina Kerkar organised Training programme for Anganwadi workers on "Malnutrition, Anaemia and Alcoholism"	13 batches of 40 each of Anganwadi workers, teachers and students	GIPARD	1 day
3.Prime Minister's Ek Bharat Shreshtha Bharat Scheme (in association with North Goa Nehru Yuvak Kendra. Co-ordinator-Mr. Kalidas Ghantwal)	Students from Jharkhand and Maharashtra (74 students)	Govt. College of Arts, Science and Commerce, Khandola (Govt. of Goa)	22 nd January, 2018 (1day)
4. Educational visit (Inter-Departmental National level interactive Seminar)	Prof. Devender Manhas, HOD of Geography, University of Jammu and 34 students from Sem- IV M.A. Geography students	Govt. College of Arts, Science and Commerce, Khandola (Govt. of Goa)	10 th January, 2018 (1 day)
5. Lok Adalat (Student exchange programme by students of Salgaonkar College of Law, Miramar	60 students of F.Y.B.A. and T.Y.B.A.	Govt. College of Arts, Science and Commerce, Khandola (Govt. of Goa)	4 th October, 2017 (1 day)
6. Training programme (on topics-Goa Panchayati Raj Act, Committees of the Panchayats, Right to Information, Right to Time Bound Service Delivery	Newly inducted people's representatives at Panchayat level in Goa	GIPARD, Directorate of Panchayats, Govt. Of Goa	9 th to 11 th October, 2017 (3 days)

Act)			
7. Dr. Seema P. Salgaonkar- Inspirational Speaker by Goa Chamber of Commerce and Industry	NGO's Self-Help group and women employed in business	Goa Chamber of Commerce and Industry (GCCCI)(Women's Wing) Govt. Of Goa	17 th March, 2018 (1 day)
8. Dr. Mahesh Pai was the Resource Person at the 97 th , 98 th , 99 th Orientation Programme at the Human Resource Development Centre, Goa University	Participants of the Orientation Programme	Goa University	3 Sessions (27 th July, 2017, 15 th November, 2017, 10 th February, 2018) (3 days)
9. Dr. Mahesh Pai was the Key Note Speaker- Conducting Research (All Goa PG Level Research Event organized by Narayan Zantye College of Commerce.	Participants of the Research Event	PG Department of Narayan Zantye College of Commerce	24 th February, 2018 (1 day)
10. Dr. Mahesh Pai delivered at plenary session titled "Nurturing Values and Ethics" at National Conference of Psychology for Enhancement of Human Potentials.	Participants of the National Conference	Karnatak Arts College, Dharwad	5 th February, 2018 (1 day)
11. Dr. P.K. Rath- Resource Person to Chair Technical Session at BHU, Varanasi	Participants of the Session	BHU, Varanasi	February, 2018 (1 day)
12. Dr. P.K. Rath Resource Person to Chair Technical Session at BAMU, Maharashtra	Participants of the Session	BAMU, Aurangabad, Maharashtra	November, 2018 (1 day)
13. National Level Interactive Session and Meet at Guru Nanak Dev University, Amritsar and Jammu University	23 students from the Department of Geography, Govt. College of Arts, Science and Commerce, Khandola	Guru Nanak Dev University, Amritsar and Jammu University	December, 2017 (1 day)
14. Dr. Dilecta Colaco- Subject Expert for Interview for the post of Assistant Professor in Microbiology	Interviewees appearing for the Interview	PES College, Farmagudi	7 th November, 2017 (1 day)
15. Dr. Sushanta Sapte organized Deworming Drive for the students of our Institution	196 girls and 135 boys : Total=331	Ministry of Health Services, Govt. of India	2017-18 (Academic year)
16. Dr. Sushanta Sapte was the Nodal Officer in collaboration with Primary Health Centre, Betki for Malaria and Mosquito Prevention Drive and Vector Borne Diseases	Students, Anganwadi Health workers, Primary Teachers	Primary Health Centre, Betki	2017-18 (Academic year)
17. Noble Prize Series, India 2018 Event	Students and Faculty Members	Media AB, Department of Biotechnology, Govt. of India and Department of Science and Technology, Govt. of Goa	2 nd February, 2018 (1 day)

18. Marine Robotics organized by CSIR National Institute of Oceanography (NIO)	6 students from S.Y. Computer Science	CSIR- National Institute of Oceanography (NIO)	12 th to 17 th February, 2018 (6 days)
19. Dr. Jaison Joseph was the resource person to deliver talk at International Conference at Amal Jyoti College of Engineering, Kanjirapally, Kottayam, Kerala	Participants of the International Conference	Amal Jyoti College of Engineering, Kanjirapally, Kottayam, Kerala	14 th July, 2017 (1 day)
20. Dr. Jaison Joseph delivered a talk at 7 th Prof. P.S. Cherian Memorial Lecture	Participants of the Memorial lecture	Postgraduate and Research Department of Physics, Newman College, Thodupuzha, Kerala	26 th August, 2017 (1 day)
21. Mr. Samesh Desai & Ms.	Participants of the 2 nd	Goa Marathi Academy and	2 nd to 3 rd February, 2018

Yogita Chodankar, Asst. Prof. of Marathi participated in Maha-Marathi Sameelan	Maha-Marathi Sameelan (25 students)	Govt. College of Arts, Science and Commerce, Quepem, Goa	(2 days)
22.Dr. Isabel Dennis carried out Academic Audit as subject expert in English at M.E.S. College of Arts and Science, Zuarinagar	Faculty of M.E.S. College of Arts and Science, Zuarinagar	M.E.S. College of Arts and Science, Zuarinagar	30 th April, 2017 (1 day)
23.Dr. Jaison Joseph reviewed Research paper (Reviewer 62nd DAE Solid State Physics Symposium at Bhabha Atomic Research Centre, Mumbai)	Reviewee	Bhabha Atomic Research Centre, Mumbai	26 th to 30 th December, 2017 (5 days)
24.Dr. Sitaram Sukthankar (Subject expert to fill the post of Assistant Professor in Accounting on Contract basis)	Candidates who appeared for the interview	Narayan Zantye College of Commerce, Bicholim, Goa	4 th July, 2017 (1day)
25.Dr. Sitaram Sukthankar (Subject expert to fill the post of Assistant Professor in Accounting on Contract basis)	Candidates who appeared for the interview	Narayan Zantye College of Commerce, Bicholim, Goa	4 th September, 2017 (1 day)
26.Dr. Sitaram Sukthankar (Subject expert to fill the post of Assistant Professor in commerce on Contract basis)	Candidates who appeared for the interview	G.V.M.'s College of Commerce and Economics, Ponda, Goa	13 th June, 2017 (1 day)
27.Dr. Pravina Kerkar was appointed as Govt. nominee in the interview panel conducted by GPSC Goa	Candidates who appeared for the interview	Goa Public Service Commission, Govt. of Goa	10 th October, 2017 (1 day)

3.5.2 Linkages with institutions/industries or 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
Nil	-	-	-	-

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
GIPARD	16th June, 2017	Training programme for Anganwadi teachers on "Malnutrition, Anaemia and Alcoholism"	13 batches of 40 each (Anganwadi workers, teachers and students)

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 (College Fund) 3,94,900	Budget utilized for infrastructure development 3,94,900

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	12625 sq.mtrs.	
Class rooms	30	
Laboratories	7	1

Seminar Halls	2	
Classrooms with LCD facilities	27	
Classrooms with Wi-Fi/ LAN	2	
Seminar halls with ICT facilities	1	
Video Centre	Nil	
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	111	
Value of the equipment purchased during the year (Rs. in Lakhs)	2,01,178	
Others		
1.Glassware	8,17,936	
2.Chemicals-	2,10,101	

4.2 Library as a Learning Resource			
4.2.1 Library is automated {Integrated Library Management System -ILMS} Nil			
Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Nil	-	-	-

4.2.1 Library Services:						
	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9998	1449030	677	406019	10675	1855049
Reference Books	11800	2446545	213	232204	12013	2678749
e-Books	N-List 30 Lakhs+ books	5725	N-List 30 Lakhs+ books	5900	30 Lakhs+ books	5900
Journals	19	57234	6	21604	25	78838
e-Journals	6000+ journals	5900	2	Sage free and online journals	6002	5900
Digital Database	-	-	-			
CD & Video	425	Free with books and journals	10	Free with books and journals	435	Free with books and journals
Library automation	-	-	-	-	-	-
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	48	03	BSNL-BB BSNL-BB GBBN	UGC Resource Centre-01	Nil	02	16 (UG)	2 MBPS (BSNL Broadband) 10 MBPS GBBN	-
Added	04	Nil	G Wave	Nil	Nil	Nil	2 (PG-Chemistry, PG-Commerce)	1 MBPS (G Wave Unlimited)	-
Total	52	03	04	01	Nil	02	18	13 MBPS	-

4.3.2 Bandwidth available of internet connection in the Institution (Leased line) Nil	
..... 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

Nil	-
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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
Nil	-	-	-

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
25,00,000	23,87,834	35,00,000	33,30,896

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)

The College is situated on an area of 12625 sq.mts. There are three blocks a) Arts and Commerce Block b) Science Block c) Recreational Block. The Institution independently cannot have a policy for creation and enhancement and maintenance of infrastructure facilities being a Govt. College. However, the Directorate of Higher Education (DHE), Govt. of Goa takes on the responsibility to create adequate infrastructural facilities for effective teaching and learning as and when the situation demands. The Principal, faculty, staff and students are involved to know the requirements of the Institution. The College then places before the Directorate of Higher Education the needs of the College. The College also gets further approval from the State Government.

With the introduction of Postgraduate programme in Chemistry the Department has got a new face lift with Post Graduate Laboratory, Research Laboratory and Instrumentation Room.

The Institution being a Government College is allocated budget under plan and non –plan heads. Infrastructure, Maintenance and Development Committee suggests measures for the safety, development and maintenance of old College infrastructure and also suggest measures to dispose off outdated and unused items e-waste and solid water generated is discarded through proper procedure.

Financial provision is made by Government of Goa for maintenance of infrastructure and other facilities.

Maintenance of laboratory instruments in Chemistry and Microbiology Departments is annually carried out. Other equipments are serviced/ repaired as per the requirements.

Cleanliness of the Campus is entrusted and outsourced to agency Eco clean.

Periodical monitoring is carried out as mentioned in the instruments manual by the service personnel under the supervision of the Head of the Department.

Certain equipments like reprographic machine is serviced as per the annual maintenance contract with the supplying company.

The College has provision for placement, up-gradation, deployment and maintenance of physical, academic and support facilities. Purchase and maintenance is done from relevant budget head.

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	1.Post Matric Scholarship for ST students	44	3,22,870
	2.Gagan Bharari Shiksha Yojna for ST students	44	3,30,000
	3.Merit based award at board exams of SSC and HSSC for ST students	4	28,000
	4.SC & OBC Scholarship	46	-
	5.Minorities Scholarship	8	-
	6.Fee waiver scheme for ST students	10	-
	7.Post Matric Scholarship for disability	1	-
	8.Scheme for promotion of Science education	10	2,00,000
	9.Goa Labour Welfare Fund	8	-
Financial support from other sources			
a) National	Goa Shipyard Scholarships	13	-
b) International	-	-	-

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
1. Soft Skills	18-9-2017	26	Global Business School, Hubli
2. Physical Fitness Camp	23 rd to 10 th July, 2017 (15 days)	13	Dept. of Physical Education Govt. College of Arts, Science and Commerce, Khandola
3. Personal Counselling and Mentoring	1 st July - 2017-2018	1:10	Mentoring Committee
4. Remedial Coaching	1 st July - 2017-2018	Only for slow learners	Remedial Coaching Committee
5. Counselling	June,2017 to April,2018	For students with academic and stress related problems	Counsellor appointed by the Institution

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	NET/ SET Coaching for Post graduate Commerce students (M.Com. PG students)	26	-	-	-

22-9-2017	Orientation on Bank exams (MBA's, CAT, MAT entrance exams for M.Com. students)	107	-	-	-
24-2-2018	How to answer Competitive exams for M.Com. students (Lakshya Academy)	37	-	-	-
31-3-2018	Admission procedure in professional courses like CA, ICWA, CS (for T.Y.B.Com. students)	-	37	-	-
14-9-2017	Entrepreneurship and start up (for T.Y.B.Com. students)	-	40	-	-
19-1-2018 and 20-1-2018	Visit to Job Fair 2018 (for T.Y. B.Sc. and T.Y. B.Com. students)	-	50	-	-
19-2-2018	Goa Big Fest and Job Fair	-	20	-	-
22-2-2018	Boot Camp on Start up and Entrepreneurship (for T.Y.B.A., T.Y.B.Com., T.Y. B.Sc. students)	-	50	-	-
6-1-2018	Campus to Corporate for the TYBA students	-	62	-	-
27-2-2018	Managerial Effectiveness for PG M.Com-I students	-	26	-	-
15-1-2018	Recent trends in IT (career perspective domains in IT industries for the students of Computer Science)	-	60	-	-

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	-	-

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
-	-	-	1. Job Fair in collaboration with Goa Chamber of Commerce and Industry, Inspectorate of Factories and Broilers, Goa Ministry of MSME.	50	Nil
			2. Goa Biz Fest and Job Fair in collaboration with Merck, Blue Cross, Vergo, Deltin Group, Taj Fort Aguada Resort, Max Life Insurance, Manipal Hospital Goa, Zuari Engineering	20	Nil

			Services, etc.		
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5.2.2 Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-18	20	B.A.	Arts	Goa University and affiliated Colleges offering PG Courses	M.A.
2017-18	20	B.Sc.	Science	Goa University and affiliated Colleges offering PG Courses	M.Sc.
2017-18	23	B.Com.	Commerce	Goa University and affiliated Colleges offering PG Courses	M.Com.

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)			Nil
Items	No. of Students selected/ qualifying	Registration number/roll number for the exam	
NET	-	-	
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
Ghumat Utsav 2017	State Level	15
All Goa Inter- Collegiate Ghumat Aarti Competition	Inter- Collegiate	
Patriotic Singing Competition	Inter-Class	108
All Goa Ghumat Aarti Competition	State Level	
Spectra 2017	Inter- Collegiate	
Ghumat Gaaz All Goa Ghumat-Aarti Competition	Inter- Collegiate	150
Flower Arrangement Competition	Inter- Collegiate	2
Meeting on “Prevention And Control of Drug Abuse” and “Women and Child Trafficking” in Goa	State Level	2
Maand	Inter- Collegiate	50
Elocution Competition	Inter-Class	20
URBA	Inter- Collegiate	45
Jubilations 2017-Interclass Talent Show	Inter-Class	625
EQUINOX	Inter- Collegiate	45
PARIKRAMA 0.1	Inter- Collegiate	10
India- Israel Innovation Initiative	National Level	20
Zilla Mahotsav 2018	National Level	20
Yuva Mahotsav	State Level	60
Photography Competition on the theme “Biodiversity”	Inter- Collegiate	01
Solo Singing Competition	Inter- Collegiate	03
Bengal Goa Folk Mela	National Level	20
Astitva 2018	Inter- Collegiate	

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	Cultural	Student ID number	Name of the student
Nil	-	-	-	-	-	-

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)
<p>The Students Council takes the lead in organising the following activities in the College:- Inter-class Mega Event Jubilations, Teacher’s Day Celebration, Celebration of National Days, Goa Liberation Day, Patriotic Singing, Friendship Day, Sports Meet, Annual Social gathering which is an extravagant affair. College Farewell for the graduating students is also organised by the Students Council.</p> <p>These activities promote a student’s latent creativity and skills on shouldering responsibilities, planning, organising, maintaining discipline, spirit of co-operation and competition, financial management, etc.</p> <p>Activity of Student Council and representation of students or academic and administrative bodies.</p> <p>The College Students Council is governed by the University Statutes. The elections held are based on secret ballot system in accordance with the majority votes. The functioning and activities of the students Council are under the guidance of the Principal and Cultural Co-ordinator. In addition, University Class Representatives are elected who function as the representatives of the students of this College at the affiliating University.</p> <p>These activities promote students’ talent, creativity and skills at shouldering responsibilities, planning, organising, maintaining, discipline, spirit of cooperation and competition, financial management.</p> <p>The academic and administrative bodies that have students representatives on them are as follows:</p> <ol style="list-style-type: none"> 1) The Students’ Council 2) IQAC 3) Prevention of Sexual Harassment Committee 4) N.S.S. 5) Sports 6) Clubs, Cells, Committees etc.

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:
173
5.3.3 Alumni contribution during the year (in Rupees) :
Nil
5.3.4 Meetings/activities organized by Alumni Association :
1 meeting
Activities organised-
a) Mr. Pradeep Shetye, CEO VIPRA Primeware Infotech Pvt. Ltd. (Alumni) delivered a Guest Lecture titled ‘Gulf Between Industry and Academia for Object Oriented Programming and Databases on 11th August, 2017. The participants were students from the Department of Computer Science.
b) Mr. Pankaj Jain, Sr. Software Developer (Alumni) working for Sabre IT Company in Bangalore

addressed our students on the recent development and guided them in various technical aspects.

c) Alumni sponsored scholarships for securing the highest marks in Accounting, Microbiology, Computer Science and Chemistry. They instituted cash prizes.

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)

The Principal functions as the Head and Mentor of decentralised governance system. The Director of Higher Education is a member of the IQAC and visits the College at regular intervals to facilitate the smooth functioning of the Institution. Vice- Principal is appointed by the Directorate of Higher Education to assist the Principal in matters related to the academics and administration. Furthermore, the HODs are appointed to shoulder the responsibilities of the Department and the faculty who are part of it. The HODs conduct monthly meeting with its faculty attached to their respective Department. Moreover, the HODs in the Science stream also monitor the work of the laboratory staff assigned to their Departments. Requirements for the laboratories are provided by various Departments through quotations and the bills are diverted to the College Office for clearance within the shortest time. The Departments thus function smoothly and efficiently in a decentralised manner without undue interference from management.

Various committees-statutory and non-statutory, are constituted to co-ordinate, monitor and implement various programs and activities. IQAC meets regularly to review and monitor the overall quality and functioning of the College. The PTA also plays an important role in overall functioning of the College activities. The financial plan and transaction is controlled by Accounts Standing Committee.

The College believes in the principles of decentralisation and participative management. Suggestions made by stakeholders at staff meetings of the PTA, IQAC, Alumni, various committees are incorporated and implemented in the action plans of the College.

Decision making is a collective exercise with inputs of all the stakeholders being taken into consideration wherever possible. In fact, periodic staff and Departmental meetings ensure a culture of participative management. The non-teaching staff are also involved with various statutory and non-statutory Committees of this College.

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial:

Nil

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

- The Goa University presents the syllabus which is adopted by the various Departments in the College. However, this syllabus is regularly reviewed modified and restructured by the Board of Studies keeping in mind the changing trends of society and new advances and development in various fields. As Chairpersons/ members of the Board of Studies our faculty plays an important role in suggesting as well as implementing the changes in the syllabus. Therefore, the process of imparting quality knowledge is enriched and it does not stagnate, and our students are on par with any other State, National or International Institution.
- Informal meetings are held with the faculty and students of the College and the suggestions of the students are taken into consideration especially while designing add-on certificate courses.
- In regular Departmental meetings, discussions of need-based courses are carried out by the faculty members. Suggestions made by the parents in PTA meetings are also considered.
- Members of the Alumni association also play an important role especially in suggesting need based courses.
- Workload is distributed as per the specialisation of faculty members

❖ Teaching and Learning

- Our College provides student centric teaching learning enforced as per the statutes and Ordinance of Goa University. To make the learning process more ICT oriented, Government has equipped the classrooms with learning tools like LCD. Free internet browsing is provided in the library which is enriched with N-List. The sense of social responsibility is fostered among the students through Seminars and talks by eminent speakers.
- Resource persons of high calibre are invited to deliver lectures on recent advanced topics.
- The students are engaged in group discussions, debates, brain storming sessions. The habit of reading newspapers, journals, books is also encouraged.
- Regular field trips, industrial visits, research institute visits and study tours are organised. Assignments / projects of contemporary relevance are also assigned to the students.
- Moreover the continuous assessment of the students makes the students aware of their responsibility, this also keeps a check on their learning process.
- The College prides in having a rich library and access to N-List. The College plans to introduce automation of library. It has excellent collection of rare and latest books and journals.
- Healthy interaction between students and faculty which goes beyond the classrooms. There is learning beyond curriculum.
- Innovative methods are adopted for teaching and learning process.
- Remedial classes are conducted for the students requiring additional help.
- Regular feedback from students is obtained to improve teaching learning methods.

❖ **Examination and Evaluation**

- Continuous evaluation through different methods like internal assessment tests, assignments, presentations, projects etc.
- Transparency is maintained in evaluation process
- Examination Committee to ensure smooth conduct of examination
- The Vth and VIth –Semester End Examination question paper is set by the Goa University
- The practical examination is conducted with internal and external examiners appointed by the Controller of Examination Goa University
- The College has to adhere to the Ordinance of Goa University of having two components of evaluation:
 - 1) Intra- Semester Assessment (ISA) 20% and
 - 2) 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 the Examination Committee takes the responsibility of conducting the Examination, evaluation and result preparation and announcement of the results. The Examination Committee also functions as the Promotion Committee of the academic performance of the students.

❖ **Research and Development**

- The College has a vibrant Research Committee. Faculty are encouraged to register for and pursue doctoral studies and also apply for Major and Minor research projects.
- Staff members pursuing the doctoral studies are granted leave under faculty development programme (FIP) and State Govt. leave after following the duly prescribed procedure.
- The College promotes the active participation and the presentation of research papers by the teaching faculty at State/ National and International Seminars/ Conferences/ Symposia.
- The faculty is motivated to publish their research work in journals and books of repute.
- Institution provides conducive environment of research and development as is evident from the fact that there are 21 faculty members with Ph.D. and 2 are in the process of completion.

❖ **Library, ICT and Physical Infrastructure / Instrumentation**

- The Library has independent website www.gcascklibrary.webs.com which is also a part of College website (www.khandolacollege.edu.in)
- The Library has subscribed to N-list for teachers and students wherein INFLIBNET and e-Granthalaya are accessible to students.
- The Library conducts Orientation programmes for the newly enrolled students to give them information about collection of books, facilities and services available.
- The Library practices the Open- Access System to staff for effective teaching –learning. Book bank facility is available for the needy students.
- The Library subscribes to various research journals in all the subjects which helps the students to carry out advanced studies.
- The Library has a rare collection of 1000 English Literature books.
- Best Library User Award is instituted by the Librarian of the College on the basis of Library records.
- Library facilities are accessible to the students of the College to prepare for various competitive Examinations.
- To improve the functioning of the Library, a suggestion box is kept in the Library.
- The College has already acquired a full fledged Arts and Commerce faculty block along with a

<p>Multipurpose hall and Canteen. This block meets the requirements of green building as per GRIHA (Green rating for Integrated Habitat and Assessment).</p> <ul style="list-style-type: none"> ➤ College proposes to have an independent playground to boost the sporting spirit of the students. ➤ Post graduate laboratory in Chemistry sponsored by Syngenta India Ltd. is set up. ➤ Proposal for RUSA is underway for further infrastructural development of the College.
<p>❖ Human Resource Management</p> <ul style="list-style-type: none"> ➤ Human Resource Management is the important factor among both staff and students and this is reflected in the programmes and activities that are organised in the College. ➤ a) Human Resource – Staff <ul style="list-style-type: none"> ➤ The Staff Welfare Committee organises Faculty Development Programs from time to time. ➤ The non-teaching staff have been acquainted with the use of computers. ➤ Teaching faculty are encouraged to attend and present papers at Seminars/ Conferences/ Workshops etc. ➤ Leadership qualities are sought to be imbibed in the staff by motivating them to organise seminars, workshops and other programs. ➤ b) Human Resource- Students <ul style="list-style-type: none"> ➤ Students of the College are encouraged to participate in co-curricular activities organised by the College, State and National Level. ➤ The literary skills of the students are honed by motivating them to contribute to the College wall papers, gallery, Departmental notice boards and also contribution in the local newspapers and through publications. ➤ It has been a strategy of the Institution to expose the students to new technology by incorporating the same in the classroom. ➤ Professional Counsellor and Class Mentors addresses the emotional and psychological problems of the students. ➤ Vertical mobility of the students in terms of employment is sought to be addressed through Career Guidance and Placement Cell.
<p>❖ Industry Interaction / Collaboration</p> <ul style="list-style-type: none"> ➤ Industry Interaction Interface is achieved through- ➤ Field trips/ Industrial visits by students ➤ Inviting eminent resource persons from Industry to address the students ➤ Industry oriented projects are given at the T.Y. level wherein they have to visit the Industry and study their system e.g. Students from Commerce and Chemistry Departments visit Industries and learn to make use of their sophisticated instruments and hence have confidence and exposure. ➤ There is a good interface between Syngenta and our Institution and they sponsor co-curricular Activities for students. ➤ The Chemistry laboratory has been refurbished by Syngenta.
<p>❖ Admission of Students</p> <ul style="list-style-type: none"> ➤ The College ensures publicity in the admission process by notifying through media, College notice board, College handbook, outdoor advertising-e.g. banners, posters etc. The Alumni and the faculty of the College visit the feeding Higher Secondary Schools to explain the various degree courses and its benefits in terms of future prospects. ➤ The College ensures transparency in the admission process by adhering to the rules of the Goa University and Directorate of Higher Education. ➤ The reservation policy of the Govt. is strictly followed during the admission process. No student is denied admission irrespective of the number of attempts he/ she has made to pass the XIIth examination. It is this basic quality to cater to the needs of the rural areas that makes the Institution unique in the State of Goa. ➤ The responsibility of admission is entrusted to the Admission Committee headed by the Chairperson. The Principal who is the final authority makes the decision based on University statutes. ➤ The list of the provisionally admitted students is displayed on the notice boards of the College. Each student along with his/ her parent / guardian is requested to meet the Principal/ Chairperson/ Members of the Admission Committee. Through this personal interaction the student is counselled about the choice of subject and her/ his academic interests are understood.
<p>6.2.2 : Implementation of e-governance in areas of operations: Nil</p>
<p>❖ Planning and Development</p>
<p>❖ Administration</p>
<p>❖ Finance and Accounts</p>
<p>❖ Student Admission and Support</p>
<p>❖ Examination</p>

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
Nil

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
-	-	-	-	-

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	Leadership Training Programme		27 th November, 2017 to 29 th November, 2017	01	-
2018-18		Attitude Towards Work	21 st April, 2018	-	06

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Orientation Programme	2	14 th November to 11 th December, 2017
Attitude Towards Work	54	21 st April, 2018

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

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
33	14 (Contract)	19	-

6.3.5 Welfare schemes for

Teaching	1)House building advances (HBA) at the nominal interest rate of 2%. 2)Motor Car Advances 3)Leave Travel Concession (L.T.C.) 4) Medical reimbursement 5)Group Insurance 6)Staff Quarters 7)General Provident Fund, Gratuity, NPS 8)Advances for consumer durables from the GPF
Non-teaching	1)House building advances (HBA) at the nominal interest rate of 2%.

	<p>2) Motor Car Advances 3) Leave Travel Concession (L.T.C.) 4) Medical reimbursement 5) Group Insurance 6) Staff Quarters 7) General Provident Fund, Gratuity, NPS 8) Advances for consumer durables from the GPF 9) Free uniform and washing allowance for class D employees.</p>
Students	<p>1) Subsidized fees. Besides, students also benefit from a plethora of scholarships of the State/ Central Govt. and other agencies. 2) Students also avail the facility of 50% concession for the bus fare which is provided by the Govt. of Goa. 3) The College has a Student Aid Fund where the needy students are provided financial assistance. 4) The quota structure of the State Govt. is as follows-SC-2%, ST-12%, OBC-275, PH-3%. The reservation as per the policy of the state is strictly adhered to. 5) The SC/ ST/ OBC students are identified at the time of the admission and a record of the same is maintained. These students are urged to avail of scholarships and freeships instituted by the Govt. and other agencies. 6) Adoption scheme at personal level of the faculty aids the students to continue their studies. 7) Prizes are instituted by the faculty and Alumni for scoring highest marks at the University exams. 8) Pre-Matric and Post-Matric Scholarships for students with disabilities is sponsored by the Ministry of Social Justice and Empowerment, Govt. of India. 9) The College has a wheelchair for students with disability. 10) The new College building has a ramp and a western closet for the differently abled students. 11) Library books are issued on a personal basis. 12) A class having a student with disability is allotted a classroom on the ground floor. 13) Tutorials, remedial classes, mentoring and personal counselling helps to monitor the progress of slow learners.</p>

6.4 Financial Management and Resource Mobilization

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

1. The College has a comprehensive mechanics for both internal and external audit.

a) Mechanism for Internal Financial Audit:

- i. All the salary bills are prepared and checked by the Accounts Section and then sent to the Directorate of Accounts for pre-auditing and passing the same. This is as per the Govt. Central Treasury Rules (CTRS). The tax Statement of all the Group- A Gazetted Officers are obtained from the Directorate of Accounts, Panaji.
- ii. All the salary bills and other bills like TA/ DA, L.T.C., G.P.F. advances and withdrawals, Medical and Children's tuition fees reimbursement, other housing loans and advances etc. are checked by the Accounts Section of the College and pre-audited and sanctioned by the Directorate of Accounts.
- iii. For all "College Controlled Money" (Bank Account) there is a Standing Committee to monitor the requirements/ needs and expenditure. The Accounts of the 'College Controlled Money' are audited and approved by the Directorate of Higher Education, Govt. Of Goa and then certified by the College authority and counter-signed and bills are passed by the Directorate of Accounts, Panaji.
- iv. Annual stock verification is carried out in respect of dead stocks pertaining to general stores, laboratories, sports, library, etc.
- v. The College also has a Purchase Committee to identify the College needs and purchase the same through prescribed procedure framed by the College Standing Accounts Committee..
- vi. Cash books, budget check register, cheque register etc. are maintained as per the Govt. rules.
- vii. Postal stamps/ Govt. stamps account is maintained and periodically checked.
- viii. Library fine collection is deposited in the Government Treasury.

ix. The College fee receipts are credited to the Govt. Treasury and expenditure is met through State Govt. funds allocation.

b) Mechanism for External Audit:

i. External Audit Committee visits the College periodically.

ii. Internal funds of the College are audited by a registered Chartered Accountant.

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
Syngenta Bio Sciences Pvt. Ltd.	18,00,000	To set up the Chemistry PG Laboratory
6.4.2 Total corpus fund generated		60,00,000

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	Goa University deputed External Invigilator who conducts a surprise visit to the Institution to check if whether the examination is conducted as per the guidelines laid down by the University. The Invigilator also provides a feedback to the Examination Committee of the Institution for further improvement.	Yes	1. The ACR's of the faculty are reviewed by the Principal and then are examined by the Director, Directorate of Higher Education. 2. The question papers are checked by the HODs before submitting to the Section, so also the answer books are thoroughly scrutinised to verify any discrepancies.
Administrative	-	-	Yes	1. The Standing Accounts Committee of the College monitors the requirements, needs and expenditure of the Institution. 2. The Academic and Administrative Audit Committee conducts timely checks of the: i. Biometric register ii. service books iii. Library services iv. Looks after the grievances of the teaching and non-teaching staff regarding matters related to academics and administration.

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

Annual General Body Meeting Activities conducted - Nil
6.5.3 Development programmes for support staff (at least three)
Nil

<p>6.5.4 Post Accreditation initiative(s) (mention at least three)</p> <p>The College has tried consistently to build on the suggestions of the NAAC peer team which visited in 2017.</p> <ol style="list-style-type: none"> 1) Commencement of PG Courses by the Department of Chemistry and Commerce in the academic year 2017-18. 2) Initiated the process of Mentoring and Remedial Teaching. 3) Committees were formed keeping in mind the requirements of NAAC. 4) Faculty development programmes for the teaching faculty. 5) Healthy practice- a)Planting trees, laying of lawn and garden to create a green ambience. b)Communication with faculty, staff and students was improved by the introduction of SMS system. 6)IQAC encouraged the staff to organise Seminars, Conferences and Workshops. The Departments in the College are encouraged to invite personalities and interact with the student community. The focus is on student centric education. IQAC has promoted field trips and study visits for the students and also organising quizzes, debates, elocutions, poster competitions etc. The students are also encouraged to actively participate in Inter-Collegiate activities. 7)Promoted Research Culture in the Institution ensuring completion of Ph.D.s effective participation in national and international conferences and publication of research papers in reputed national and international journals having creditable impact factor index. 8)Applications for recognition as post graduate teacher and Ph.D. guide belonging to the faculty members are forwarded to Goa University. 9)Certificate courses have been conducted by various Departments.

<p>6.5.5</p> <p>a. Submission of Data for AISHE portal : (Yes /No) Yes</p> <p>b. Participation in NIRF : (Yes /No) Yes</p> <p>c. ISO Certification : (Yes /No) No</p> <p>d. NBA or any other quality audit : (Yes /No) No</p>

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
2017-18	1. Curriculum Development	2017-18	2017-18	Faculty members
2017-18	2. Teaching/ Learning	2017-18	2017-18	Faculty members
2017-18	3. Research & Development	2017-18	2017-18	Faculty members
2017-18	4. Non- Academic program for students			
	a) Cultural	2017-18	2017-18	Students
	b) Sports	2017-18	2017-18	Students

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
State Level Workshop on the topic "Prevention of Sexual Harassment of Women at Workplace"	26th September, 2017	50	10

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
Energy Conservation

- 1) Solar energy is used to illuminate the street lights in the Campus, corridors and washrooms in the Arts and Commerce building.
- 2) Use of LED and CFL bulbs in the classrooms and laboratories to conserve energy.
- 3) Sensitization to conserve energy-
 - i) Concerted efforts are made by the faculty members to sensitize the students to switch off the fans, lights and other electrical equipments in the Departments, laboratories and College premises after use.
 - ii) The students are regularly sensitized to use water and electricity judiciously and only when required. Guidelines are drawn and maintained in the laboratory and library to shut the power off when not in use.
- 4) Minimize ozone depleting substances.
- 5) All insulation used in the building is CFC and HCFC free.
- 6) All AC equipments are CFC free.
- 7) The fire suppression system and fire extinguisher is Halon free.
- 8) Students are sensitized and made aware of the renewable sources of energy by exposing them to various equipments and gadgets run on solar energy like solar cooker, harvesters, threshers, etc.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	2
Provision for lift	No	-
Ramp/ Rails	Yes	2
Braille Software/facilities	No	-
Rest Rooms	Yes	2
Scribes for examination	No	-
Special skill development for differently abled students	-	-
Any other similar facility	1) Wheelchair	2
	2) Library facility	2
	3) Classroom on ground floor	2
	4) Western Closet	2
	5) Library books issued on personal basis	2

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	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
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		community				
2017		1	6th November, 2017 (1 day)	Distribution of Cotton Cloth bags	Anti-plastic drive	200 villagers 2 teachers 32 students
2017		1	7th November, 2017 (1 day)	Awareness programme of Govt. schemes in association with Govt. of Goa (Directorate of Social Welfare and Handicrafts)	Welfare schemes for SC/ST, OBC, DSS for disabled, widows, orphans, etc. Also schemes for self-employment	50 participants 3 teachers 32 students
2017	1		8th & 9th November, 2017 (2 days)	Village survey in collaboration with the Village Panchayat Savoi-Verem	Water supply, electricity, roads, garbage disposal facility, etc.	32 students 1 teacher 2 members of the Village Panchayat of Verem and Vagurme
2017		1	10th November, 2017 (1 day)	Health Camp for Senior Citizens (Rashtriya Vayoshri Yojna scheme) at ID Hospital Ponda, Goa	Issues related to health	Participants 350 (Senior citizens) 30 students 2 teachers
2017		1	27th November, 2017 (1day)	Rashtriya Vayoshri Yojana scheme at PHC Corlim undertaken by Ministry of Social Justice and Empowerment, Govt. of India.	Issues related to health	Participants 240 (senior citizens) 50 students 1 teacher
2017		1	21st December, 2017 (1 day)	Samajik Adhikarita Shivir at Ravindra Bhavan, Sanquelim	Wheelchairs, dentures, walking sticks and spectacles were distributed to the needy	Participants 1000 (senior citizens) 115 students 1 teacher

7.1.5 Human Values and Professional Ethics		
Code of conduct (handbooks) for various stakeholders		
Title	Date of Publication	Follow up (maximum 100 words each)
Nil	-	-

7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-----to-----)	Number of participants
1. Blood Donation Camp	12th February, 2018 10:00a.m. to 1:30p.m.	67
2. Consumer Protection Act	12th September, 2017	40
3. Road Safety for College students	15th September, 2017	40
4. One Day Workshop on Personal Effectiveness	16th August, 2017	26

5. One Day Workshop on Personal Relations	28th February, 2018	26
6. Consumer Awareness with special reference to Cosmetics and Beauty Products	14th October, 2017	30
7. HIV Awareness Programme	24th January, 2018	79
8. State Level Workshop- "Prevention of Sexual Harassment of Women at Workplace"	26th September, 2017	56 (staff + students)
9. International Yoga Day	21st June, 2017	55
10. Awareness Talk on Cyber Security and Cyber Crimes	22nd August, 2017	30
11. Attitude Towards Work	21st April, 2018	All the members of the teaching faculty
12. Rally on Swachha Bharat	15th August, 2017	164 students from B.Sc., B.Com., B.A. (N.S.S. volunteers)
13. Cleanliness drive of College premises (under Swachha Bharat Abhiyan)	11th August to 15th August, 2017	7 Programme Officers and 250 students
14. Capacity Building Workshop	29th January to 30th January, 2018	105 students

<p>7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)</p> <ol style="list-style-type: none"> 1. Energy conservation by making use of solar energy, using LED and CFL bulbs, sensitization to conserve energy and by minimizing ozone depleting substance. 2. Using renewable energy by making use of solar power generating system. <ul style="list-style-type: none"> • Conservation of water by Departments is carried out to conserve and save water. • Efforts for carbon neutrality by making use of natural lighting in classroom. Car pooling is emphasized and undertaken by the staff. • Promoting dust free classrooms and imposing ban on smoking. 3. Promoting tree plantation by the Eco-friendly and Healthy Practices Club. 4. Hazardous waste management by reducing the use of plastics. 5. E-waste management by proper disposal of obsolete computers.

<p>7.2 Best Practices</p> <p>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</p> <p>1. Title of the Best Practice: Introduction of SMS System (Initiative of IQAC member Mr. Prashant Chodankar) Goal: To bridge the communication gap between faculty, students, parents and the Institution. To maintain a strong relationship with the faculty, staff, students and parents. The Practice: Introduction of SMS System is used to stay in contact with faculty and helps the students to get quality services. It is the fastest and a most effective communication tool. This is likely due to the fast and instant deliverability high response rate. Today each and every person carries their mobile phone all the time. It means you can reach them through SMS anytime. This best practice has helped to build a relationship with students, parents and teachers. Here are several ways our Institution has benefitted from SMS messaging service. a) Parent teacher meetings: Parents generally live a busy life and there is a possibility that they will forget about PTA meeting or important College dates. With the help of text messaging parents can receive timely gentle reminders.</p>
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b) It has helped to send messages for weather and emergency alerts:

SMS is crucial in an emergency. Text messaging in an emergency can save life. It has also helped in notifying parents, faculty and students immediately of cancellation or closure of College.

c) Exam Reminders:

It has proved to be blessing in disguise during examination to remind students about exam dates, location and time. It has also been a great way to inform students about last minute changes in exam time-table or location.

d) Upcoming event reminders:

Sending messages about upcoming events, new courses and extra-curricular activities and getting information on right time has helped students to prepare and do better.

e) Urgent messages:

In an emergency when College authority require urgent attention when a student gets sick, injured or meets with an accident- in this situation parents are likely to be far more receptive to an SMS than telephone call. An SMS includes all the facts and information about the incident.

f) Staff contact:

SMS has also helped this Institution to stay in contact with faculty and staff. It has helped to let them know about important upcoming dates and events. It has also helped to maintain strong relationship with staff which helps students to get quality services.

Evidence of Success:

Parents are kept abreast about the important events that are taking place in the College. This best practice is paperless and instant. The Success of this best practice was the testimony when parents attended the PTA meeting in large numbers for the very first time. Parents are also relieved when information pertaining to commencement of exams and declaration of results are given regularly since their wards are reluctant to communicate regarding the same. It has also helped to maintain a strong relationship with staff which helps students to get quality services. It has been a boon to attract and retain students and parents. It has helped to get all the parties informed at right time and has ultimately made the educational environment more efficient and productive.

2. Title of the Best Practice: Creating a green ambience

(laying of lawn and planting ornamental plants)

Goal: Our Institution believes in creating a green ambience which cares for the environment: cares to protect, preserve and conserve. The IQAC has taken the initiative to make the Campus environment friendly.

The Practice:

The Govt. College Khandola is nestled in the lap of nature. The students and faculty of the College are environmentally conscious and has always taken the initiative of protecting and promoting a healthy environment.

1. Tree plantation drive has been undertaken by the Healthy Practice and Eco-friendly Club of this Institution. The Committee members have worked tirelessly in converting the rocky and barren area into a lush green area by laying lawns, planting hedges and other ornamental plants. The main objective was to create a green ambience around the College Campus.

2. Fruit bearing plants and medicinal plants are also planted: Manuring, watering, weeding and Maintenance of the garden is done at regular intervals.

Evidence of Success:

The green ambience has given a new face lift to the Institution. The multi-coloured hedges has transformed the exteriors of the Institution and has made it more appealing. The efforts have been very much appreciated by guests who visited the Institution, Alumni, PTA members, faculty, staff and students.

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

Govt. College of Arts, Science and Commerce, Khandola is located at Marcel, a place considered to

be nominated as the cultural capital of Goa. The College is positioned on the periphery of a small town catering to the needs of students from the surrounding villages. The location of the College is endowed with natural beauty, serenity and tranquility. Majority of the potential beneficiaries of this educational Institution of higher learning are first generation learners originating from homes located in villages. The distinct characteristic enables the preservation of ancient gurukula tradition which is our well- thought –out strength of character for creation of eligible human resource. The high ratio of the female students enrolled and large number of female staff recruited is an attestation that women empowerment is prevalent.

The College commenced its operation on 20th June, 1989 with a modest strength of 126 students, 3 full time teachers and the Principal. This humble beginning was extended through a prosperous path and achieved a milestone by celebrating the Silver Jubilee in the year 2014. During this period the College acquired all pre-requisite affiliations from Goa University and UGC Certification of recognition under 2 (f) and 12 (B). In 25 years the College was able to position itself as a reputed educational entity in fields ranging from academics, sports activities and cultural programmes by providing access to quality education for all, with a special emphasis on under privileged students enrolling from a geographically backward area within the state of Goa.

The College was awarded B+ Grade in September, 2005. The new found status by way of NAAC accreditation inspired the faculty and administrative staff which in turn resulted in quality enhancements in the areas of academics, sports and cultural activities. The Govt. of Goa has provided adequate infrastructure, the new building is the only structure in the State to get the certification of green building by GRIHA.

The College has emerged strong in its pursuit for quality assurance to make this Institution a ‘Centre for Excellence’ in line with the College vision. The mission of our College, “Is to dedicate its energy to be responsive to the needs of an ever-changing society by promoting excellence in academics and art.” This is reflected in various aspects of functioning of our College in the last fifteen years like excellent academic performance of students, achievers at various sports and cultural programmes, community service through N.S.S. and various cells and clubs.

Research finds predominance in the minds of students and faculty and it reflects in the quality work done so far, for the benefit of the society and mankind. In view of this, the College has established a Post Graduate Centre in Chemistry and Commerce. The vibrant IQAC, Alumni, PTA brings the College to the forefront in various fields and materializes the concept of holistic development of the individuals. Our Institution is adorned with another jewel in its crown when it was accredited with A grade by NAAC in March, 2017 in the second cycle of Assessment.

The performance of our students in examination is exceptional in spite of the fact that majority of them have a rural background. Our faculty members are committed and leave no stone unturned to nurture and look after the needs of the students who come from very poor families. Many of the faculty members have adopted them and have even paid their tuition fees. This Institution is unique and occupies a place of honour to find our alumni well placed in all walks of life. This Institution is also known in the State of Goa for having 21 faculty members with Ph.D. and many more have registered to climb the ladder of success.

Our Institution is at a threshold of educational excellence having completed 29 years of our existence and to have had among us the best of faculty members, staff and students who have contributed in making Govt. College of Arts Science and Commerce, Khandola as centre of learning par excellence.

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

❖ **IQAC – Plan of action to be decided upon at the beginning of the year.**

➤ **Academics:**

- To start PG in Geography
- To offer six Units in Hindi, Geography and Economics
- To start PG in Microbiology
- To offer interdisciplinary Seminars, Workshops and Conferences
- Add- on courses to increase the number of options/ electives for students
- To start certificate courses/ value added short term courses
- To start diploma course in Sanskrit
- To have a full- fledged Remedial Teaching programme
- To carry out Audit by Internal and External Agency
- To give guidance to students to answer competitive examinations
- To continue with mentoring

➤ **Development Programmes and Collaborations:**

- To encourage faculty to start thinking about new courses
- Firm up collaborations with foreign Universities
- To firm up faculty and student exchange programme
- To encourage faculty to register for Ph.D.s

➤ **Research and Innovation**

- Enhance research fundings
- To explore possibilities for active industry participation

➤ **Institutional Social Initiatives**

- To adopt a village which is close to the Institution
- To sensitise the local community regarding social issues by organising street plays, rallies etc.
- To promote Swachh Bharat programme

❖ **Welfare Programmes**

- Explore measure to provide scholarships to the needy and economically backward students
- To minimise the use of bikes and cars- to create awareness of making use of public transport, cycles, etc.
- Offer student Internships
- To organise FDP for teaching and support staff
- To introduce the Code of Ethics for students as per NAAC guidelines in the Prospectus
- To enable better participation from the differently abled.

❖ **Innovation Measures**

- To start online admissions
- To start automation of library
- To start online results
- To start online feedback for Students and Alumni
- To initiate feedback for parents

❖ **Healthy Practices**

- To start Yoga classes for students
- To start Yoga sessions for Parents, Alumni and the Community
- To grow more trees to create a green ambience

❖ **Administrative**

- Automation of office
- Infrastructural development
- Interactive feedback, analysis and monitoring
- Offer specific and targeted training

Name : Dr. Isabel Dennis

Name : Dr. Purnakala V. Samant

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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Annexure-I- Academic Calendar 2017-18

Annexure-II- Committee List 2017-18

Annexure-III- IQAC Committee List 2017-18

Annexure-IV- Minutes of IQAC meetings 2017-18

Annexure I

Abbreviations:

- CAS - Career Advancement 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

The Director

National Assessment and Accreditation Council (NAAC)

(An Autonomous Institution of the University Grants Commission)

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