



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

|   |  |
|---|--|
| 1. Name of the Institution                    | GOVERNMENT COLLEGE OF ARTS SCIENCE AND COMMERCE KHANDOLA-GOA |
| 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.                  | +919326142001  |
| Mobile no.                                    | 9326142001   |
| Registered Email                              | gcasck@rediffmail.com  |
| Alternate Email                               | christinadesouza5@gmail.com                                  |
| Address                                       | Khandola, Marcela-Goa  |
| City/Town                                     | Ponda  |
| State/UT                                      | Goa  |
| Pincode                                       | 403107   |

| <b>2. Institutional Status</b>   |                 |                                       |   |             |             |   |       |      |   |                 |                                       |                           |             |    |   |      |      |             |             |
|--|-----------------|---------------------------------------|---|-------------|-------------|---|-------|------|---|-----------------|---------------------------------------|---------------------------|-------------|----|---|------|------|-------------|-------------|
| Affiliated / Constituent   |                 |                                       | Affiliated  |             |             |   |       |      |   |                 |                                       |                           |             |    |   |      |      |             |             |
| Type of Institution  |                 |                                       | Co-education  |             |             |   |       |      |   |                 |                                       |                           |             |    |   |      |      |             |             |
| Location   |                 |                                       | Rural   |             |             |   |       |      |   |                 |                                       |                           |             |    |   |      |      |             |             |
| Financial Status   |                 |                                       | state   |             |             |   |       |      |   |                 |                                       |                           |             |    |   |      |      |             |             |
| Name of the IQAC co-ordinator/Director   |                 |                                       | Dr. Isabel Dennis   |             |             |   |       |      |   |                 |                                       |                           |             |    |   |      |      |             |             |
| Phone no/Alternate Phone no.   |                 |                                       | +919405412597   |             |             |   |       |      |   |                 |                                       |                           |             |    |   |      |      |             |             |
| Mobile no.   |                 |                                       | 9405412597  |             |             |   |       |      |   |                 |                                       |                           |             |    |   |      |      |             |             |
| Registered Email   |                 |                                       | iqacgcask@gmail.com   |             |             |   |       |      |   |                 |                                       |                           |             |    |   |      |      |             |             |
| Alternate Email  |                 |                                       | isabeldennis123@gmail.com   |             |             |   |       |      |   |                 |                                       |                           |             |    |   |      |      |             |             |
| <b>3. Website Address</b>  |                 |                                       |   |             |             |   |       |      |   |                 |                                       |                           |             |    |   |      |      |             |             |
| Web-link of the AQAR: (Previous Academic Year)   |                 |                                       | <a href="http://www.khandolacollege.edu.in/iqac/">http://www.khandolacollege.edu.in/iqac/</a>       |             |             |   |       |      |   |                 |                                       |                           |             |    |   |      |      |             |             |
| <b>4. Whether Academic Calendar prepared during the year</b>   |                 |                                       | Yes   |             |             |   |       |      |   |                 |                                       |                           |             |    |   |      |      |             |             |
| if yes,whether it is uploaded in the institutional website:<br>Weblink :   |                 |                                       | <a href="http://www.khandolacollege.edu.in/planner/">http://www.khandolacollege.edu.in/planner/</a> |             |             |   |       |      |   |                 |                                       |                           |             |    |   |      |      |             |             |
| <b>5. Accrediation Details</b>   |                 |                                       |   |             |             |   |       |      |   |                 |                                       |                           |             |    |   |      |      |             |             |
| <table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>A</td> <td>3.01</td> <td>2017</td> <td>28-Mar-2017</td> <td>27-Mar-2022</td> </tr> </tbody> </table>           |                 |                                       |   |             |             | Cycle   | Grade | CGPA | Year of Accrediation                          | Validity        |                                       | Period From               | Period To   | 2  | A | 3.01 | 2017 | 28-Mar-2017 | 27-Mar-2022 |
| Cycle  | Grade           | CGPA                                  | Year of Accrediation  | Validity    |             |   |       |      |   |                 |                                       |                           |             |    |   |      |      |             |             |
|  |                 |                                       |   | Period From | Period To   |   |       |      |   |                 |                                       |                           |             |    |   |      |      |             |             |
| 2  | A               | 3.01                                  | 2017  | 28-Mar-2017 | 27-Mar-2022 |   |       |      |   |                 |                                       |                           |             |    |   |      |      |             |             |
| <b>6. Date of Establishment of IQAC</b>  |                 |                                       | 29-Oct-2009   |             |             |   |       |      |   |                 |                                       |                           |             |    |   |      |      |             |             |
| <b>7. Internal Quality Assurance System</b>  |                 |                                       |   |             |             |   |       |      |   |                 |                                       |                           |             |    |   |      |      |             |             |
| <table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date &amp; Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td>The Department of English</td> <td>26-Sep-2019</td> <td>93</td> </tr> </tbody> </table> |                 |                                       |   |             |             | 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 | The Department of English | 26-Sep-2019 | 93 |   |      |      |             |             |
| 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 |   |             |             |   |       |      |   |                 |                                       |                           |             |    |   |      |      |             |             |
| The Department of English  | 26-Sep-2019     | 93                                    |   |             |             |   |       |      |   |                 |                                       |                           |             |    |   |      |      |             |             |

|   |   |  |
|---|---|--|
| in collaboration with D.B. Bandodkar Festival of Art and Awareness in association with Directorate of Art and Culture, Govt. of Goa and Mashel Kala Premee conducted a session on the topic | 1 |  |
| <a href="#">View File</a>   |   |  |

**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 |
|--------------------------------|--|---|-----------------------------|--------|
| Department of Chemistry        | Research Project                               | Dept of Science ,Technology& Waste Management | 2020<br>1095                | 480000 |
| Department of Chemistry        | Research Project Ref No 6-321-2018/S&T/DIR/308 | Dept of Science ,Technology& Waste Management | 2020<br>1095                | 250000 |
| <a href="#">View File</a>      |  |   |                             |        |

|  |                           |
|--|---------------------------|
| <b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>   | Yes                       |
| Upload latest notification of formation of IQAC  | <a href="#">View File</a> |
| <b>10. Number of IQAC meetings held during the year :</b>  | 3                         |
| The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website       | Yes                       |
| Upload the minutes of meeting and action taken report  | <a href="#">View File</a> |
| <b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b> | No                        |

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

- Offered Diploma Courses with focus on employability/ entrepreneurship and skill development
- Started Research Centre in Chemistry and Geography, Part of Cluster in Commerce Konkani, SyB,Sc in Geography, IGNOU, Non Formal Sanskrit Language Course,
- Introduced M.Sc. in Microbiology
- Started N.C.C. Unit in the College
- Installed Smart boards in Science laboratories besides the classrooms.
- The

focus of teaching is always student centric. IQAC has promoted field trips, study visits, field projects/ Internships for the students and also organized quizzes, debates, elocutions, poster competitions etc. The students are also motivated to actively participate in Inter Collegiate and State Level activities (Academic and non Academic programs). The students are also encouraged to present papers and take part in student exchange programmes, SBSI programmes of 2 credits under Goa University. • IQAC encouraged the Faculty to organize Seminars, Conferences and Workshops in their respective subject. Departments are motivated to invite Resource Persons to interact with the faculty and students. • Organised Faculty development programmes for the teaching faculty • Encouraged faculty to register for Ph.D.programs • Conducted extension and outreach programmes in collaboration with Community and NGOs through NSS • Signed MOUs with Institutions with national importance • Offered guidance for competitive examination and career counselling

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

| Plan of Action            | Achivements/Outcomes  |
|---------------------------|---|
| 1.Academics               | 1. Offered Diploma Courses with focus onemployability/ entrepreneurship and skildevelopment 2. To start PG in Geography PartII 3. To Offer PG in Microbiology PartI 4. To Build Research Centre in Chemistry and Geography, cluster in Commerce Konkani 5. IGNOU Centre for distance learning 6. N.C.C. Unit in the College for promoting discipline and national integrity 7. Organisation of Inter disciplinary Seminars, Workshops and Conferences to promote advanced learning for students and faculty 8. Introduction of Competitive Examination Training Programme for advanced learners 9. Participated in NIRF and succesfully placed for the second time in the Rank Band of 101150 |
| <a href="#">View File</a> |   |

14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

|  |  |
|--|--|
| Date of Submission   | 28-Feb-2020  |
| <b>17. Does the Institution have Management Information System ?</b>                             | Yes  |
| If yes, give a brief description and a list of modules currently operational (maximum 500 words) | <p>The college has a very robust and active website <a href="http://www.Khandola.college.edu.in">www. Khandola college.edu.in</a> and government official portal <a href="http://www.goa.gov.in">www.goa.gov.in</a>. All the information pertaining to admission, examination, timetable ( both regular and examination), results, verification notices, details of supplementary examination is uploaded regularly for the information of students and stakeholders. Teaching Learning contents like pdfs, PPTs are shared to the students via email, Whats app etc. The information and notices regarding Curricular and Co curricular activities of the students are also posted timely on the website. The achievements of the students are also placed on the website. The college also shares information on twitter @GCASCKhandola, instagram and Facebook so as to make stakeholders aware of the activities conducted at GCASCK. It is also a medium through which the stakeholders and the public at large give recognition to college. Transparency of Information regarding IQAC, NIRF, and AISHE is available on the college website and for the ready reference of the stakeholders and public. College academic information and other related correspondences under Board of Studies, Grievances, Exam circulars, confidential matters, sports, NSS, matter related to affiliation and approval for introducing of new courses, students Enrollment ( GUMS portal) is shared with Goa University electronic medium. All the correspondence to DHE regarding college development under infrastructure, finance, building and campus maintenance, security deployment is carried via electronic media. All finance related matter of the college is disbursed by ECS mode in payments on purchases of equipment, books, stationary and maintenance. Students Scholarships, refund and caution deposits are directly transferred on students account. Faculty achievements</p> |

and appreciation is placed on the college website. Student's achievements in curricular, co curricular and extension activities are timely uploaded on the website. Reports/ Notices/ Photos/ Videos are displayed. Updates of various circulars regarding RTI, sexual Harassment, Grievance and Anti Ragging is uploaded on the website. College has appointed nodal officer for PRO ( Public Relation Officer) to share information with stakeholders and public. Correspondence related to PTA and Alumni is shared via Email, SMS and What App. Participation with industry for students placement is carried out through electronic mode.

## 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

• Our Institution conducts under graduate degree programs in Arts (B.A.), Science (B.Sc.) and Commerce (B.Com.). Our College also offers Post Graduate Programs in Commerce, Chemistry, Geography and Microbiology for which the Curriculum is prepared by the University. Each course is Semester based and Choice Based Credit System. • At the beginning of every academic year every faculty member prepares a Semester-wise teaching schedule based on the academic calendar communicated by the Goa University so that the recommended syllabus is communicated to all the stake holders in time. • There are 106 faculty members to teach the UG and PG programmes. Every semester each faculty is assigned teaching workload of 14/16 and the HODs 12 teaching hours per week, 10 for IQAC Co-ordinator. • Many faculty members have served as Chairpersons or members of Board of Studies (BOS) of the Goa University and have contributed immensely to the restructuring and framing of syllabus of Finance, Microeconomics, Computer Science, Chemistry, Hindi, Marathi, English, Geography, Microbiology etc. They are also members of Academic Council, DRC members, various important committees of Goa university like Equivalence committee, Alumni association, Editorial members of Research Journal Goa Geographers, Goa Puri. • The faculty teaching the final year students are also assigned to work as project guides to guide the students who opt for projects in their relevant subjects in the 6th Semester. • Just like classrooms, all the Science Laboratories are also equipped with Smart boards, software and other relevant equipment that aids in better teaching and conduct of other practical and project work. • At the beginning of each Semester a copy of the syllabi is given to the students. All non- experimental subjects are assigned 4 lecture periods and experimental subjects have 3/4 lectures and 2 practical periods each. Six credits course is assigned 6 lectures per week. The time-table Committee of the College prepares a time-table for the theory and practical and it is displayed before the commencement of each Semester. Each faculty is assigned teaching workload before the commencement of Semester 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 Student Notice Boards and is also displayed

on the college website. • The College has taken many initiatives for the effective delivery of the curriculum provided by the University. • Nineteen classrooms are equipped with smart boards and the rest of the 6 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 equipment. • They have given valuable suggestions regarding new combinations, incorporations of recent developments as well as promoting of inter-disciplinary research. • The faculty receives full support from the College in translating the curriculum into teaching practice. ICT, Smart boards as well as Library facilities are provided by the College. The College also helps to provide teaching.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate             | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entreprene urship  | Skill Development   |
|-------------------------|-----------------|-----------------------|----------|--|---|
| Robotics using platform | Nil             | 26/08/2019            | 5        | Students can start embedded system on their own  | Students will learn programming techniques using micro controller                                   |
| Web development         | Nil             | 18/09/2019            | 81       | Students can create websites for business, people and o rganizations   | Students will learn front end web development and designing web application using angular framework |
| Tally Accounting GST    | Nil             | 07/11/2019            | 15       | Focus on self-employment and to develop accounting skills  | Students will be able to record the transactions in tally with GST                                  |
| Element of Photography  | Nil             | 27/01/2020            | 21       | The knowledge gained in the course is productive in securing job in areas of advertising and mass media platform | The practicals included in this program provide an ample scope for skill development in photography |
| Quality control         | Nil             | 17/02/2020            | 6        | The training   | Routine hands on  |

|  |                                     |            |    |   |  |
|--|-------------------------------------|------------|----|---|--|
| techniques in Pharmaceutical industry        |                                     |            |    | provided in this course will be useful for students in getting job  | training provided to students will result in skill development   |
| Leadership skill and personality development | Nil                                 | 18/02/2020 | 9  | To develop soft skills, increased risk taking capacity and inculcating other skill required for personality development | Oratory, team work, communication skill enhancement  |
| Certificate course in Sanskrit language      | Nil                                 | 29/08/2019 | 11 | Greater scope in getting job  | Students will learn a new language useful in understanding meaning of literature in Sanskrit and Shlokas |
| Nil  | Diploma Course in Sanskrit language | 01/07/2019 | 11 | Greater scope in getting job  | Students will gain knowledge in Sanskrit language which can be used in doing research, translation work  |
| Devnagari Tankan-prayog aur prakriya         | Nil                                 | 25/04/2020 | 5  | Focus on employment through typing of thesis, books, proof reading  | To develop the skill in voice typing, Devnagari typing, blog writing, PPT                                |

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course          | Programme Specialization          | Dates of Introduction |
|---------------------------|-----------------------------------|-----------------------|
| PhD or DPhil              | Cluster Research Centre Geography | 20/08/2020            |
| MA                        | Geography Part II                 | 12/06/2019            |
| MSc                       | Microbiology Part I               | 12/06/2019            |
| BSc                       | SYBSC Geography,                  | 17/06/2019            |
| <a href="#">View File</a> |                                   |                       |



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 | Programme Specialization                   | Date of implementation of CBCS/Elective Course System |
|----------------------------------|--|---|
| BA                               | Nill                                       | 17/06/2019  |
| BSc                              | Nill                                       | 17/06/2019  |
| BCom                             | Nill                                       | 17/06/2019  |
| MSc                              | Chemistry                                  | 06/12/2019  |
| MCom                             | Accounting Finance,<br>Business Management | 06/12/2019  |
| MA                               | Geography                                  | 06/12/2019  |
| MSc                              | Microbiology                               | 06/12/2019  |

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

|                    | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | 210         | 28             |

### 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 |
|---------------------------|----------------------|-----------------------------|
| Robotics using platform   | 26/08/2019           | 32                          |
| <a href="#">View File</a> |                      |                             |

1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title   | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|---------------------------|--------------------------|---|
| BA                        | Arts                     | 226   |
| <a href="#">View File</a> |                          |   |

### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

|           |     |
|-----------|-----|
| Students  | Yes |
| Teachers  | Yes |
| Employers | Yes |
| Alumni    | Yes |
| Parents   | Yes |

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

| Feedback Obtained  |
|--|
| <p>The institution recognizes the need for a constant review of the teaching-learning process so as to keep a track of the progress and to take timely action in case of deviation. The college has meticulously devised a student feedback system. The student feedback survey was designed as per the NAAC guidelines of the Criteria II keeping in mind the teaching learning parameters of the course. A committee was constituted to design the feedback form. With inputs from various sources the feedback form is framed where in questions are asked pertaining to the course content, teaching methodology and its</p> |

effectiveness and assessment methodology. The questionnaire is very specifically designed keeping in mind the understanding level of the students. Apart from closed questions the students are also given the freedom to provide additional comments or suggestions for improving the teaching-learning process at the end of the survey. The closed ended questions ensured exact meaningful responses keeping out vagueness and the open ended questions were smartly framed so as to allow sufficient freedom for students to express their viewpoints and suggestions. The feedback form was designed for every teacher and all the students taught by the teacher would be allowed to provide feedback. To ensure better reachability the college decided to implement the feedback system online and integrate it with the college website. The feedback form was designed and uploaded as a google form. The students were briefed about the feedback system by every teacher explaining the importance of provide authentic feedback. When the feedback forms were opened the students were intimated by the teachers as well as through the college website. The links of the google forms were emailed to the students pertaining to their respective teachers. Students having difficulties in responding to the queries were attended to so as to make sure no student is left out. Taking into account the reasonable amount of time required for filling the feedback form and other technical issues a convenient deadline date was fixed. Constant reminders were given to the students to finish responding to the feedback forms. After the deadline was over the feedback forms were closed. Using features available in google forms, the respondent data was analyzed. The feedback obtained from the forms gave a graphical representation of the students' responses to the various questions in the form of pie charts. The objective type question data was expressed graphically and the descriptive responses were presented in textual form. The data of the collected responses of the students per course was viewed and the discussion regarding the feedback was conducted by the Principal with the respective HODs in improving the effectiveness of the teaching-learning process. The student's suggestions were looked into and prioritized accordingly to facilitate improvements in the teaching-learning process for the faculty. The online feedback survey was faster than the paper- based feedback and reduced the unnecessary usage of paper as well as time to compute the responses collected by the students to produce the overall collected feedback of a course.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

| Name of the Programme     | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|---------------------------|--------------------------|---------------------------|--------------------------------|-------------------|
| BA                        | Arts                     | 123                       | 142                            | 128               |
| <a href="#">View File</a> |                          |                           |                                |                   |

### 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 fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|------|---|---|---|---|--|
| 2019 | 964   | 192   | 82  | 25  | 17   |

### 2.3 – Teaching - Learning Process

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

| Number of Teachers on Roll                           | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Number of smart classrooms | E-resources and techniques used |
|--|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 108  | 108   | 30                                | 30                               | 25                         | 3141455                         |
| <a href="#">View File of ICT Tools and resources</a> |   |                                   |                                  |                            |                                 |
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**2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)**

The IQAC of Government College of Arts, Science and Commerce, Khandola has initiated the student mentoring system. The Institution has constituted a Mentoring Committee headed by a Chairperson. Keeping in mind needs of the students and the vision of the institution the IQAC Coordinator has chalked out a plan and provided guidelines to the faculty regarding the mentoring process. The Mentoring activity is undertaken not only by the full-time permanent faculty but also by the faculty who are appointed on Contractual and Lecture basis zealously. Every year the Committee appoints a mentor for a particular group of students. The ratio is 1:10 for UG and for PG it is 1:5. The list of names of the mentees are given to the particular faculty (the mentor). The college has designed forms to record the activities transpiring between the mentors and mentees. The mentor fills in the details of the mentee in a prescribed form prepared by the Mentoring Committee. The mentor fixes the date and time to meet the mentee once in a week depending upon the convenience of both or it may be often depending upon the needs of the mentee. During the meeting both mentors and mentees utilize the following core skills in their mentoring partnership: Active listening is most basic to mentoring. Therefore, the mentor plays a very important role of listening actively to the mentee. Students having problems in academics and at times even other adolescents related issues are attended too. Besides uninterrupted quality listening the mentor also motivates, encourages and helps the mentee to identify his/ her goals. Moreover, every mentor after listening provides guidance and helps to develop the capabilities and talents of the mentees. The mentor provides specific guidance to the mentee regarding academic, stress and other related problems. The mentor also provides corrective feedback. Every mentor creates an atmosphere to display faith in the mentees talents and academic abilities. He/ she also displays great skills like patience, compassion and understanding. Mentoring in this Institution though it is in an infancy stage, has picked up slowly and is definitely gaining momentum in the years to come. In recent times the mentors have been using technology to keep in touch with their mentees, thus being more available so students can get support 24x7. Students do recognize the need of mentoring and appreciate the support provide by the mentors. Mentoring has facilitated a healthy relationship between the mentor and the mentee. Although in its infancy the mentoring system in the college has been a boon to the students as well as it has helped the faculty to identify problems faced by the students more importantly by the slow learners. It has also helped to encourage the advanced learners. Mentoring has been a stepping stone towards success as it has helped to decrease the student drop-out rates. The Mentoring programme has helped in building a better rapport between the teacher-and students, above all it has helped the mentors to prepare students to face the competitive world.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|--|-----------------------------|-----------------------|
| 1156   | 104                         | 1:11                  |

**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 |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| 31                          | 31                      | 7                | 7  | 21                       |

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

| Year of Award | Name of full time teachers receiving awards from state level, national level, | Designation | Name of the award, fellowship, received from Government or recognized |
|---------------|---|-------------|---|
|---------------|---|-------------|---|

|                           |                     |                     |  |
|---------------------------|---------------------|---------------------|--|
|                           | international level |                     | bodies   |
| 2019                      | Dr. Jaison Joseph   | Associate Professor | 1. Dewang Mehta National Education Award- Best Professor in Physics Studies By Dewang Mehta Foundation 2. International Dissertation and Doctoral Thesis award- 1st International dissertation, organised by Indian Academician an |
| <a href="#">View File</a> |                     |                     |  |

## 2.5 – Evaluation Process and Reforms

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

| Programme Name            | Programme Code | Semester/ year   | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|---------------------------|----------------|------------------|--|---|
| BA                        | BA             | SEMESTER I TO IV | 17/10/2019   | 11/05/2019  |
| <a href="#">View File</a> |                |                  |  |   |

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

The institution being an affiliated college adheres to the pattern of evaluation which is laid down by the Goa University. The Goa University follows the CBCS system. The Semester system is followed wherein Intra- Semester Assessment (ISA) 20 and Semester End Examination (SEE) 80 are conducted. For the six-credit course the ISA is of 30 and Semester End Examination (SEE) is of 120. Every faculty member adopts a technique for conducting internal evaluation. Upon completion of sufficient syllabubs, a schedule is prepared to complete the internal assessment twice during every semester. Every teacher has the freedom to undertake additional evaluations as per the needs of their respective subjects. In conjunction with the heads of the departments every teacher prepares and submits an assessment pattern which is communicated to all the students at the beginning of the semester. The following innovative reforms are initiated and executed by the Institution to test Internal Semester Assessment (ISA) 1) Undertaking student Assignments (Oral and written) 2) Debates amongst students 3) Interviews method 4) Presentation technique for given topics 5) Making Models where applicable 6) Wall Papers/Posters 7) Group Activity/ Pair Work 8) Field Trips to relevant industries and laboratories 9) Study Tours to places of academic interest pertaining to their subject 10) Viva voce 11) Demonstration reactions 12) Studying chemical reactions 13) Open book examination 14) On the spot conversation 15) Preparing Short Films with Screen Plays 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 shoulders 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 adheres to the schedule laid down by the Goa University regarding holidays, commencement of the academic year, Semester End Examination etc. In a nutshell, the Academic Calendar is the collection of preconditions taken into account when scheduling the time table of the Institution. For example, the academic calendar lists the date of the commencement of the academic year, commencement of ISA exams, Semester End Examination, 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 detailed information regarding holidays, days of significance i.e. Celebration of Independence Day, Goa Liberation Day, Republic Day etc. All academic time-tables are based on the Academic Calendar. This Institution has also devised its own Academic Calendar under a different name eg. Institutional Plan. The Institutional Plan gives a glimpse of all the activities, certificate courses, talks by eminent personalities, workshops, Seminars, Conferences etc. to be conducted by the various Departments, Cells and Committees during the academic year. The Academic Calendar also gives information regarding the conduct of examination and declaration of results and dates of vacations. Apart from being printed in the college handbook the academic calendar is also published and displayed on the college website and updated regularly for the benefit of the stakeholders.

## 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)

<http://www.khandolacollege.edu.in/learning-outcomes-20192020/>

2.6.2 – Pass percentage of students

| Programme Code            | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|---------------------------|----------------|--------------------------|---|---|-----------------|
| UNDER GRADUATE            | BSc            | Nill                     | 61  | 61  | 100             |
| <a href="#">View File</a> |                |                          |   |   |                 |

## 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)

<https://www.khandolacollege.edu.in/feedback/>

## 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 year |
|-----------------------|----------|---|------------------------|---------------------------------|
| Minor Projects        | 1095     | DEPT. OF SCIENCE TECHNOLOGY SOLIDS WASTE MANAGEMENT, GOVT. OF GOA | 4.8                    | 4.8                             |

[View File](#)

### 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       |
|--|----------------------------|------------|
| National seminar on Advance materials for renewable energy and Sustainable Environment | Department of Chemistry    | 30/01/2020 |
| National seminar on Current trends in Identification and Diagnostics                   | Department of Microbiology | 12/10/2019 |

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

| Title of the innovation   | Name of Awardee | Awarding Agency        | Date of award | Category             |
|---|-----------------|------------------------|---------------|----------------------|
| Elocution Competition on the theme Integrity-A way of life during vigilance awareness week 2019 | Ms. Sanah Khan  | Goa Shipyard Ltd , Goa | 02/11/2019    | Students-----<br>--- |

[View File](#)

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

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|-------------------|------|--------------|----------------------|--------------------|----------------------|
| 00                | 00   | 00           | Nil                  | Nil                | Nil                  |

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### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|-------|----------|---------------|
| 0     | 0        | 0             |

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

| Name of the Department | Number of PhD's Awarded |
|------------------------|-------------------------|
| 00                     | Nil                     |

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

| Type     | Department | Number of Publication | Average Impact Factor (if any) |
|----------|------------|-----------------------|--------------------------------|
| National | Economics  | 1                     | Nil                            |

[View File](#)

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

| Department | Number of Publication |
|------------|-----------------------|
|------------|-----------------------|

[View File](#)

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

| Title of the Paper  | Name of Author        | Title of journal                 | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|---|-----------------------|----------------------------------|---------------------|----------------|---|---|
| Insitu FTOR studies for the enhanced activity of Pt(HY) and Pt-Ru(HY) zeolite catalysts for electr oxidation of methanol in fuel cells" | Prof Purnakala Samant | Journal Chemical Physics Letters | 2020                | 2              | Government College of Arts, Science Commerce, Khandola    | 754   |
| <a href="#">View File</a>   |                       |                                  |                     |                |   |   |

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

| Title of the Paper  | Name of Author        | Title of journal                 | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|---|-----------------------|----------------------------------|---------------------|---------|---|---|
| Insitu FTOR studies for the enhanced activity of Pt(HY) and Pt-Ru(HY) zeolite catalysts for electr oxidation of methanol in fuel cells" | Prof Purnakala Samant | Journal Chemical Physics Letters | 2020                | 11      | 754   | Government College of Arts, Science Commerce, Khandola    |
| <a href="#">View File</a>   |                       |                                  |                     |         |   |   |

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

| Number of Faculty | International | National | State | Local |
|-------------------|---------------|----------|-------|-------|
| Attended/Semi     | 9             | 41       | 28    | 19    |



[View File](#)

### 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/<br>collaborating agency  | Number of teachers<br>participated in such<br>activities | Number of students<br>participated in such<br>activities |
|--------------------------|--|--|--|
| World Environment<br>Day | NSS unit in<br>association with<br>Vidya Prabhodini<br>College and Govt.<br>College Sankhali | 1  | 18   |

[View File](#)

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       | Number of students<br>Benefited |
|-----------------------------|-------------------|-----------------------|---------------------------------|
| TERI Eco Eureka<br>Training | Fellowship        | TERI, Govt. of<br>Goa | 1                               |

[View File](#)

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/Agen<br>cy/collaborating<br>agency | Name of the activity   | Number of teachers<br>participated in such<br>activites | Number of students<br>participated in such<br>activites |
|--------------------|--|--|---|---|
| N.S.S.             | NSS unit<br>along with<br>Human Touch              | Orientation/<br>Talk to<br>celebrate World<br>day against<br>Child labour<br>Day | 1   | 31  |

[View File](#)

### 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 |
|--|-------------|-----------------------------|----------|
| Students Academic<br>Interactive<br>Training Programme<br>at PG Dept of<br>Geography, Kolhapur<br>University | 26          | Government                  | 10       |
| Educational visit<br>by Geography<br>Students of Banaras<br>Hindu University,<br>Varanasi                    | 69          | 0                           | 06       |

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

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|-------------------|----------------------|---|---------------|-------------|-------------|
| Academia-Industry | Visit to Industry    | ONGC  | 17/11/2019    | 17/11/2019  | 35          |
| Academia-Industry | Visit to Industry    | Nestle India Ltd  | 23/11/2019    | 23/11/2019  | 43          |
| Academia-Industry | Visit to Industry    | ACGL Ltd  | 18/11/2019    | 18/11/2019  | 38          |
| Academia-Industry | Visit to Industry    | Ciba Ltd  | 21/11/2019    | 21/11/2019  | 50          |
| No file uploaded. |                      |   |               |             |             |

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/Activities  | Number of students/teachers participated under MoUs |
|---------------------------|--------------------|---|---|
| Sangath                   | 12/09/2019         | Awareness programs, students taking part in research for projects organized by Sangath. | 155   |
| <a href="#">View File</a> |                    |   |   |

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

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

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|--|--|
| 39035405   | 39035405                                       |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities                | Existing or Newly Added |
|---------------------------|-------------------------|
| Campus Area               | Existing                |
| <a href="#">View File</a> |                         |

### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

| Name of the ILMS software | Nature of automation (fully or patially) | Version | Year of automation |
|---------------------------|--|---------|--------------------|
| NewGenLib                 | Partially                                | 3.1.1   | 2018               |

4.2.2 – Library Services

| Library Service Type      | Existing     |                | Newly Added |                | Total        |                |
|---------------------------|--------------|----------------|-------------|----------------|--------------|----------------|
| <b>Text Books</b>         | <b>11812</b> | <b>2587955</b> | <b>1083</b> | <b>4276422</b> | <b>12895</b> | <b>6864377</b> |
| <a href="#">View File</a> |              |                |             |                |              |                |

4.2.3 – 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 |
|----------------------------|--|---------------------------------------|-----------------------------|
| <b>All Faculty members</b> | <b>Moodle Platform</b>                             | <b>College Website</b>                | <b>20/06/2020</b>           |
| <b>All faculty members</b> | <b>E-content in form of PPT, Videos, Audio etc</b> | <b>Whats App, Email</b>               | <b>23/03/2020</b>           |
| <b>No file uploaded.</b>   |  |                                       |                             |

### 4.3 – IT Infrastructure

#### 4.3.1 – Technology Upgradation (overall)

| Type            | Total Computers | Computer Lab | Internet   | Browsing centers | Computer Centers | Office   | Departments | Available Bandwidth (MBPS/GBPS) | Others   |
|-----------------|-----------------|--------------|------------|------------------|------------------|----------|-------------|---------------------------------|----------|
| <b>Existing</b> | <b>52</b>       | <b>3</b>     | <b>2</b>   | <b>0</b>         | <b>1</b>         | <b>1</b> | <b>16</b>   | <b>2</b>                        | <b>0</b> |
| <b>Added</b>    | <b>40</b>       | <b>2</b>     | <b>100</b> | <b>0</b>         | <b>2</b>         | <b>0</b> | <b>1</b>    | <b>100</b>                      | <b>0</b> |
| <b>Total</b>    | <b>92</b>       | <b>5</b>     | <b>102</b> | <b>0</b>         | <b>3</b>         | <b>1</b> | <b>17</b>   | <b>102</b>                      | <b>0</b> |

#### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

|                       |
|-----------------------|
| <b>100 MBPS/ GBPS</b> |
|-----------------------|

#### 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   |
|---|--|
| <b>i) UGC- INFLIBNET (N-LIST) (Annual College Membership) ii) e-journals: 31,35,000 e-books: 6000 Videos: Sage Publication iii) GCASCKLIBRARY Learners TV iv) NISCAIR, NSDL (Linked to library website) v) NDL (National DigitalLibrary)- LibrarianMember</b> | <b><a href="http://nlist.inflibnet.ac.in">N-LIST :http://nlist.inflibnet.ac.in</a><br/><a href="http://knowledge.sagepub.com">Sage Video :http://knowledge.sagepub.com</a><br/><a href="http://www.learnerstv.com">Learners Tv : ww7.learnerstv.com</a><br/><a href="http://www.nsdl.niscair.res.in">NSDL : http://www.nsdl.niscair.res.in</a><br/><a href="http://www.niscair.res.in">NISCAIR : http://www.niscair.res.in</a><br/><a href="http://www.ndl.iitkgp.ac.in">NDL : http://www.ndl.iitkgp.ac.in</a></b> |

### 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 |
|--|--|--|--|
| <b>1952299</b>                         | <b>1952299</b>   | <b>37083106</b>                        | <b>37083106</b>  |

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 that are used for conducting classes and other college activities in the campus. 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 college has been augmenting infrastructural resources regularly to adapt to the changing times. The college strives to provide state of the art infrastructure to the staff and the students. The Principal, Staff and Students are all involved in the process of consolidating the needs and the requirements of the Institution. Apart from individual verbal opinions, suggestions are sought through methods such as feedback responses. The college administration attempts to understand the facilities and needs of the students and the other stake holders. The staff and students then discuss the same with the principal and other members through different platforms such as the departmental meetings, IQAC meetings and promptly places them before the Directorate of Higher Education as the needs of the College. Being a government college the college needs to get further approvals and permissions from the various departments of the State Government. In recent times with the introduction of Postgraduate Programme in Chemistry the Chemistry 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 suggests measures to dispose off outdated and unused items. E-waste and solid waste generated is discarded through proper procedures as mandated by the government authorities. Financial provision is made by Government of Goa for maintenance of infrastructure and other facilities in the campus. Maintenance of laboratory instruments in Chemistry and Microbiology Departments is annually carried out. Other equipment's in the laboratories and other work areas are serviced/ repaired as per the requirements. Cleanliness of the Campus is entrusted and outsourced to agency GHRDC (Goa Human Resource Development Corporation). There is dedicated staff works in the campus to ensure janitor services and keep the campus clean at all times. Periodical monitoring is carried out as mentioned in the instruments manual by the service personnel under the supervision of the Head of the Department. Most equipments have been serviced by different contractors regularly. Electronic equipments are maintained as and when they break down. Certain equipments like cyclostyling machine is serviced as per the annual maintenance contract with the supplying company. The college ensure that the down times of equipments is minimal. 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.

<https://www.khandolacollege.edu.in/physical-facilities/>

## 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 | Student's Aid Fund Merit scholarship by | 43                 | 91915            |

|                                      |   |     |         |
|--------------------------------------|---|-----|---------|
|                                      | Institute   |     |         |
| Financial Support from Other Sources |   |     |         |
| a) National                          | Government of Goa<br>'Merit based award' for ST students, 2. Government of Goa<br>'GaganBharari Shiksha Yojna' for ST students, 3. Fee waiver scheme for SC, ST students by Directorate of Higher Education, Government of Goa, Science Promotion Scheme, 1. Government | 401 | 1903569 |
| b) International                     | -   | Nil | 0       |
| <a href="#">View File</a>            |   |     |         |

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               |
|--|------------------------|-----------------------------|---------------------------------|
| The PG Department of Commerce organised a One-Day Workshop on the topic 'Campus to Corporate' for the M.Com. Part II students. Resource person: Mr. Dileep Parab | 23/11/2019             | 42                          | PG Dept of Commerce, DHE GCASCK |
| <a href="#">View File</a>  |                        |                             |                                 |

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 for competitive examination | Number of benefited students by career counseling activities | Number of students who have passed in the comp. exam | Number of students placed |
|---------------------------|--|--|--|--|---------------------------|
| 2019                      | Social responsibilities of entrepreneurs | Nil  | 100  | 2  | 55                        |
| <a href="#">View File</a> |  |  |  |  |                           |

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 | Number of grievances redressed | Avg. number of days for grievance |
|---------------------------|--------------------------------|-----------------------------------|

|   |   |           |
|---|---|-----------|
|   |   | redressal |
| 3 | 3 | 15        |

## 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 |
| CIPLA Ltd.<br>Verna Goa       | 15                              | 2                         | Proctor and Gamble Ltd-USgao Goa | 10                              | 4                         |
| <a href="#">View File</a>     |                                 |                           |                                  |                                 |                           |

### 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 |
|---------------------------|--|--------------------------|---|--|-------------------------------|
| 2019                      | 146  | UG                       | Commerce,<br>English,<br>Marathi,<br>Hindi hons,<br>Konkani Pol<br>science,<br>Economics,<br>Geography<br>Psychology<br>Mathematics<br>Microbiology<br>Chemistry<br>Computer<br>Science | Departments of Goa University and affiliated departments other organisations | B.Ed PG Law(LLB)              |
| <a href="#">View File</a> |  |                          |   |  |                               |

### 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)

| Items                     | Number of students selected/ qualifying |
|---------------------------|---|
| SET                       | 3                                       |
| <a href="#">View File</a> |   |

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

| Activity                  | Level        | Number of Participants |
|---------------------------|--------------|------------------------|
| Ghumat Aarti Competition  | Inter- Class | 116                    |
| <a href="#">View File</a> |              |                        |

## 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 | National/ | Number of | Number of | Student ID | Name of the |
|------|-------------|-----------|-----------|-----------|------------|-------------|
|------|-------------|-----------|-----------|-----------|------------|-------------|

|      | award/medal   | Internaional | awards for Sports | awards for Cultural | number | student       |
|------|---|--------------|-------------------|---------------------|--------|---------------|
| 2019 | Participated at National Dueball Championship, June, 2019 | National     | 10                | 2                   | 268    | Mr. Shrvan K. |

[View File](#)

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

The Students Council plays a pivotal in organizing various activities in the College. The students exhibit their leadership qualities. The following activities were organized • Personality Development Workshop for the members of the Students' Council. • Workshop series in collaboration with Kala Swarg to provide training for creative and performing art. • Inter-Collegiate All Goa Abhang Gayan competition and Inter-Class GhumatGaaz competition. • Teacher's Day Celebration keeping in mind the theme of Atmadeepobhava to felicitateand honourteachers. • An Inter-Class off-stage and on-stage event Jubilations2019. • Film making competition on topics related to social issues that allowed the studentsto depict theirtalents. All these activities and events help to tap the hidden qualities of the students. It also gives them an opportunity to shoulder the responsibilities of planning, organizing, maintaining discipline which develops a spirit of co-operation and enables them to face competition, financial management etc. Activity of Students Council and representation of students on academic and administrative bodies. 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 the activities of the Students Council are conducted under the guidance of the Principal, Chairperson of the Students Council, General Secretary of the Students Council and the Cultural Secretary. The students also play an active role by being part of the academic and administrative bodies. The academic and administrative bodies that have students representatives on them are asfollows: 1) The StudentsCouncil 2) IQAC 3) Prevention of Sexual Harassment Committeeetc. 4) Discipline and Anti- RaggingCommittee 5) N.S.S. 6) Sports 7) Clubs, Cells, Committees etc.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The alumni association was registered in the year 2019 ( 24th Sep. 2019). Reg. No. 213/GOA/2019. The Alumni Association Of Government College Of Arts, Science Commerce, Khandola is registered in the year 2019 ( 24th Sep. 2019) bearing the Reg. No. 213/GOA/2019. The Alumni Association of this College has been registered at the South Goa, under Society Reg. Act 1860, under the dynamic leadership of Mr. Kashinath Naik, Managing Director, Goa state Coop. Marketing Supply Fereration Ltd, as the chief promoter of the association. Other 38 promoters were, the ex-students of this College who are doing exceptional work in their field and are well settled. The first Annual General body Meeting (AGM) of the association was held after the registration on 26th January, 2020. And on this day the members for the new executive committee were elected and are as follows: S. N Designation Name 1 President Mr. Kiran Naik 2 Vice-President Mr. Vinay Gawas 3 Secretary Dr. Savita Kundaikar 4 Jt. Secretary Ms. Unnati Sinari 5 Treasurer P.V Chodankar 6 Jt. Treasurer Ms. Roshana Gaus 7

Member Mr. Sameer Prabhu 8 Member Mr. Bhavesh Fulai 9 Ex-officio Chairperson  
Prof. Purnakala Samant

5.4.2 – No. of enrolled Alumni:

224

5.4.3 – Alumni contribution during the year (in Rupees) :

11200

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni of this College has always been very vibrant and active. Lot of activities has been conducted by them. This Alumni group had played a major role during the NACC visit in March 2017. It has been decided, to organise the Alumni meet on every 26th January, of the year being the auspicious day of the Nation, a republic day of the largest democratic country. In 2019, on 26th the Alumni meet was celebrated with great enthusiasm with the dynamic leadership of Mr. Swapnil Kamat and Sammer Gawas. 6 ex- students were felicitated for their outstanding achievement in the different field. The program was a grand success. The Meritorious students of this College who had secured First Class and above at B.A., B.Sc. B.Com. examination conducted by Goa University, in April 2019 were felicitated in Aug. 2019. The merit certificates were awarded to 120 students, at the hands of Dr. DilipArolkar, Principal of Dnanprasark Mandal's, College and Research centre , Asagaon, Mapusa, Goa, this occasion. Some other activities which are conducted over the period of last 5 years are: Personality development, carrier guidance, tree plantation, distribution of the grocery items to Orphanage, stationary items to needy schools, annual Scholarship for securing the highest marks in different subjects in this college, some ex students are resource person to this College in their field of expertise. The second Alumni meet was held on the day of first AGM of the Association ie. 26/01/2020. After the elections ex-students shared their experience of being the student of this College and their benefits for undertaking the course in this institution. The alumni who supportively came forward for this were, Mr. Jamble, Miss. Dviti and Miss. Alrica and few others. Lot of discussion was held on the activities to be carried out by the Alumni Association. The vote of thanks was proposed by Mr.Sameer Prabhu and the compering of the program was done by Miss. Siddhi Gaonkar. The AGM was ended with a classical dance performance by ex-student of this college, Miss. Vatsala Naik.

## **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 institution is a government college under the Directorate of Higher Education, Government of Goa. The college functions in a decentralized system. The Principal functions as the Head and Mentor of decentralized governance system and looks after the administration of the college.. The Director of Higher Education, Government of Goa is a member of the Internal Quality Assurance Cell, and takes keen interest in the affairs of the college. Apart from monitoring the college activities from his office through he visits the College at regular intervals to look into the matters of the college and facilitate the smooth functioning of the Institution. The Vice-Principal is appointed by the Directorate of Higher Education to assist the Principal in matters related to academics and administration. Furthermore, for every department in the college there are the Heads of the departments who are appointed to shoulder the responsibilities of the functioning of the Department



and coordinating the activities amongst the faculty members who are part of it. The Heads of the departments conduct monthly meeting with the faculty members attached to their respective Departments. They look into the academic matters and also other related issues in the department. There are laboratory staff in the Science Departments. Moreover, the Heads of the departments 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 possible time. The Departments thus function smoothly and efficiently in a decentralised manner without undue interference from the top level management. The college constitutes committees for looking into the affairs of the various activities of the college. The various Committees-Statutory and Non-Statutory, are constituted to co-ordinate, monitor and implement various programs and activities. The Internal Quality Assurance Cell meets regularly to review and monitor the ongoing activities and ensure overall quality in functioning of the College. The Parents Teachers Association 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 (Teaching and Non-Teaching) of the Parents Teachers Association, Internal Quality Assurance Cell, Alumni and various committees are incorporated and implemented in the action plans of the College. Many committees have student representatives as members. Going by the school of thought that decision making is a collective exercise, inputs of all the stakeholders internal as well as external and are being taken into consideration as and when they are provided and wherever possible. In fact, periodic staff and Departmental meetings of all the college staff ensure a culture of participative management. The college staff meetings are conducted on a monthly basis. The non-teaching staff working in the college are also involved with various statutory and non-statutory Committees of this College which also gets them involved in the decision making process.

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

Partial

## 6.2 – Strategy Development and Deployment

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

| Strategy Type          | Details   |
|------------------------|---|
| Curriculum Development | <p>? The Goa University presents the syllabus which is adopted by the various Departments in the College. The Board of Studies of the respective Departments prepares the syllabus. The syllabus that is prepared is as per the choice based credit system. Moreover, this syllabus is regularly reviewed, modified and restructured by the Board of Studies keeping in mind the needs of the society, new advances and developments in various fields. As Chairpersons / members of the Board of Studies at Goa University our faculty plays a pivotal role in suggesting as well as implementing the changes in the syllabus. Therefore, the process of imparting quality knowledge is enriched</p> |



|                       |   |
|-----------------------|---|
|                       | <p>which puts our students on par with Universities of other States, National and International Institutions. ? Meetings are conducted by the HODs of the respective departments with the faculty and suggestions are given regarding need based courses. ? Suggestions made by the parents during the PTA meetings are also considered. ? Members of the Alumni association also play an important role in suggesting the need based courses. ? The HODs of the respective Departments distribute the work load to the faculty members as per their specialization.</p>  |
| Teaching and Learning | <p>? The teaching- learning process is enhanced by providing student centric learning. To make the learning more effective the Government has equipped nineteen classrooms with Smart boards and one Virtual classroom. Five Smart boards have also been installed in the Laboratories during the academic year 2019-2020. ? Students and Staff participate in various State, National and International Conferences, Seminars and Workshops in their respective disciplines. State and National Level Seminars, Workshops and Conferences are conducted by the faculty. The sense of social responsibility is fostered among the students through these Seminars and talks delivered by eminent speakers. ? Presentation by students helps to encourage research and skill. ? Innovative methods are adopted for the teaching and learning process. The students are encouraged to engage themselves in group discussion, debates, brainstorming sessions. Students are encouraged to do reference work. ? Students are given exposure to industry visits, field trips, research institute visits and study tours. ? The College prides in having a rich library with an access to N-List. The College has introduced automation of Library. It houses an excellent collection of rare and latest books and journals. ? There is learning which goes beyond the classroom by way of healthy interaction between the faculty and the students. ? Remedial classes are regularly conducted for slow learners who require additional help. ? Feedback obtained from the students also helps to improve the teaching learning methods.</p> |

## Examination and Evaluation

? The Semester End Examinations are conducted for the odd and even Semesters respectively in October and April. ? One invigilator is assigned for about 40 students taking up the examination in an examination hall. ? The internal examiner sets the question paper for every paper/ subject by giving proper weightage to every unit in the syllabus. ? Practical examinations for every Semester are conducted by the internal examiner who teaches the respective subject. ? The Examination Committee ensures smooth conduct of examination and initiates transparency in the evaluation process. ? 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 Examinations, Goa University. ? The College has to follow the Ordinance of Goa University of having two components of evaluation: • Intra-Semester Examination (ISA) for 4 Credit Course-20 • Intra-Semester Examination (ISA) for 6 Credit Course-30 • Semester End Examination (SEE) for 4 Credit Course-80 • Semester End Examination (SEE) for 6 Credit Course-120 ? The ISA Committee is appointed by the College that monitors the conduct of two ISAs for one Semester at the beginning of the SEE. The Examination Committee shoulders the responsibility of conducting the SEE Examination, sees that evaluation is done and monitors the preparation and declaration of results. ? For PG course, the examination and evaluation process, declaration of results is managed by the Goa University. External examiners are involved in practical examination, Viva Voce and project evaluation for the End Semester Examination.

## Research and Development

? Departments of Chemistry and Geography have been granted Cluster Research Status. ? The faculty members from the Departments of Konkani, Economics, Chemistry and Geography have been granted permission by the Goa University to guide research scholars. ? Faculty is motivated 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 (FIP) and State Government 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/ International Seminars/ Conferences/Symposia. ? The faculty is motivated to publish their research work in journals and books of repute. ? Institution provides conducive environment for research and development and is evident from the fact that there are 34 faculty members with Ph.D. and 02 are in the process of completion.

Library, ICT and Physical Infrastructure / Instrumentation

? The library has independent website [www.gcascklibrary.webs.com](http://www.gcascklibrary.webs.com) which is also a part of College website ([www.khandolacollege.edu.in](http://www.khandolacollege.edu.in)) ? The library has acquired a NewGenLib Library Software in 2018-2019. ? The library has a rare collection of 2259 English Literature books purchased when the College was established in 1989-90. Moreover, the students from the University and research scholars have an access to these books for reference work. ? 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 for Staff for effective teaching-learning. ? Book bank facility is available for the economically backward students. ? The Library subscribes to various research journals in all the subjects which help the students to carry out advanced studies. 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 suggestions which are given are anonymous. The Librarian reviews the suggestions and tries to improve upon them. ? The College has been equipped with 19 Smart boards and one virtual classroom. ? Five Smart boards have been installed in the laboratories during the academic year 2019-20. ? The College has already acquired a full-fledged Arts and Commerce faculty block along with a Multipurpose hall and Canteen. This

block meets the requirements of green building as per GRIHA (Green Rating for Integrated Habit and Assessment). ? A full- fledged 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.

#### Human Resource Management

Human Resource Management is the important factor among both Staff and Students and this is reflected in the programmes and activities that are organized in the College.

a) Human Resource-Staff

- The Staff Welfare Committee organizes Faculty Development Programmes from time to time. The teaching faculty are encouraged to attend and present papers at Seminars/ Conferences/ Workshop etc.
- Leadership qualities are imbibed in the Staff by motivating them to organize Seminars, Workshops, Conferences etc. both at State and National and International Level and other programs.
- The non-teaching staff have been acquainted with the use of computers.
- Professional Counsellor and Class Mentors are appointed to address the academic and stress related problems of the students.

b) Human Resource-Students

- The Students Council is formed with the sole intention of developing the leadership qualities among the students.
- The Students are encouraged to participate in co-curricular activities organized by the College and at State and National Level. The students are motivated to contribute to the College Magazine, Wall Papers, Gallery, Departmental Notice Boards and also to the Local Newspapers etc.
- Vertical mobility of the students in terms of employment is sought to be addressed through Career Guidance and Placement Cell. Government of Goa Directorate of Higher Education Principal Vice Principal Staff Teaching Non-Teaching HOD Committee Co-ordinators IQAC Student Advisor Department Committees Dept./Committees Chairperson of Students' Council Students Students Students Students' Council Students

#### Industry Interaction / Collaboration

- Eminent resource persons of high repute from Industries are invited to address the students.
- Field trips/ Industrial visits are organized by the

respective Departments to give students a first-hand experience and exposure. Visits to such Industries help the students to learn to make use of their sophisticated instruments. • Students are also encouraged to undertake Industry Oriented projects at the T.Y. level wherein the students visit the Industries, study their system, conduct interviews etc. • Industry interaction is enhanced since the Chemistry laboratory is refurbished by Syngenta. Syngenta also sponsors co-curricular activities for our students.

#### Admission of Students

? The admission process is entrusted to the Admission Committee. The Principal is the final authority who makes the decisions based on the University Statutes. ? The College gives wide coverage of the admission process by notifying through media, College notice board, College handbook, Outdoor Advertisement 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 strictly following the rules of the Goa University and Directorate of Higher Education. ? The College adheres to the reservation policy stipulated by the Government and follows it throughout 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 primarily this basic quality to cater to the needs of the rural areas that makes the Institution unique in the State of Goa. ? 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 his/ her academic interests are understood.

#### 6.2.2 – Implementation of e-governance in areas of operations:

| E-governance area        | Details  |
|--------------------------|--|
| Planning and Development | All the academic programmes and required infrastructure development is |

planned by the head of the Institution and IQAC Director. The plan is forwarded to DHE for approval for where the file is moved to Secretary Education and Ministry of Education for the administrative approval and allocation of funds electronically.

#### Administration

Depending on the workload of teaching and non teaching, vacancies are created by the Head of the institution and forwarded to DHE for approval. ACR of the teaching and non teaching is also forwarded to DHE for approval. Deputation orders for attending academic related activity, leaves like sabbatical, extra ordinary, child care, study leave, foreign tours are forwarded to secretary of Education for final sanction. Promotion of teaching and non teaching staff according to scales and grades are timely forward and approved.

#### Finance and Accounts

Budget for the new financial year and allocation of funds for the salary of teaching and non teaching , Infrastructure, Library, maintenance, permanent advance, loans, NPS, GPF withdrawal and contribution is all approved by Finance and Revenue Dept through Directorate of Accounts, Panaji and Margoa. Pension is timely disbursed for retired employees. Substantial College fund are utilized with the approval of purchase college committee and accounts standing committee sanctioned by the head of the institution.

#### Student Admission and Support

Students fees is collected through the bank, students are enrolled on GUMS portal, all the disbursement related with students like scholarships, caution money, refund is all deposited directly into the student's account. Preference is given local students without considering their merit, based on first cum first serve. Quota for reservation is followed as per guidelines. Fee waivers on tuition fees approved by State Govt. are waived at the time of admission. All scholarship are forwarded and approved through their respective portal

#### Examination

Examination system is robust. All university dates are followed for conducting exams. Results are generated through a software and displayed timely

on the college website. All other examination matters like verification, form filling for supplementary exams is carried out time. Students issues related to grievances are timely disposed. Exam time table is displayed 15 days in advance. At the third year level all the forms are filled online and the money is directly credited by the students into university account. All the confidential work related to university examination is carried in online mode.

### 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

| 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 |
|---------------------------|------------------|--|--|-------------------|
| 2020                      | Dr. Asha Gahloth | International Level Seminar on Vaishvik Star Par Hindi Ki Swikriti Evam Vyapti | Government of Goa  | 1500              |
| <a href="#">View File</a> |                  |  |  |                   |

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 | From date  | To Date    | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|---------------------------|--|---|------------|------------|---|---|
| 2019                      | 'MOOCS: A Boon to Impart Education to Masses' by Dr. Harilal B. Menon        | -   | 16/08/2019 | 16/08/2019 | 53                                      | Nil   |
| <a href="#">View File</a> |  |   |            |            |   |   |

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 | From Date  | To date    | Duration |
|---|---------------------------------|------------|------------|----------|
| FDP on the                                      | 6                               | 16/08/2019 | 16/08/2019 | 1        |



## 6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching  |           | Non-teaching |           |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent    | Full Time |
| 38        | 63        | 24           | 26        |

## 6.3.5 – Welfare schemes for

| Teaching  | Non-teaching   | Students   |
|---|--|--|
| <p>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 and Children Tuition Fee reimbursement 5) Group Insurance 6) Staff Quarters 7) General Provident Fund, Gratuity, NPS 8) Advances for consumer durables from the GPF</p> | <p>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 Children Tuition Fee 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> | <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 busfare 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 fellowships 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,</p> |



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. 14) Library books are used on a personal basis in the classroom for the differently abled. Book bank facilities are provided to the economically backward students. 15) A class having a student with disability is allotted a classroom on the ground floor. 16) Counselling facility by a professional counsellor is made available for the students throughout the academic year. 17) Remedial classes are conducted for the slow learners after the regular class hours. Mentoring and personal counselling helps to monitor the academic and stress related problems of the students. 18) Personality development workshops and Seminars are conducted on a regular basis which helps the students in grooming themselves for a bright future. 19) First Aid facilities are provided to the students. In case of medical emergencies they are referred to the nearby health centers for

medical aid. 20) The College bus facility is available to help the students to reach the Institution in time. Students also make use of the College bus during field trips, to participate in Sports and Cultural events. 21) Security is deployed at the gate round the clock to ensure that the students are safe.

#### 6.4 – Financial Management and Resource Mobilization

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

Institution conducts internal and external financial audits regularly (with in 100 words each) 1) The College has a comprehensive mechanism 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 sent to the Directorate of Accounts for pre-auditing and passing the same. This is as per the Government Central Treasury Rules (CTRS). The Statement of all the Group-AGazette Officers are obtained from the Directorate of Accounts, Panaji and from April 2019 from the Directorate of Accounts, Margao. ii. All the salary bills and other bills like TA/DA, L.T.C., G.P.F., advances and withdrawals, Medical and children 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 '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, Government of Goa and then certified by the College authority and counter-signed and the bills are passed by the Directorate of Accounts, Panaji and now from April 2019 from the Directorate of Accounts, Margao. iv. Annual stock verification is carried out in respect of dead stock pertaining to general stores, laboratories, Sports, Library etc. v. The College has a Purchase Committee to identify the College needs and purchase the same through a prescribed procedure framed by the College Standing Accounts Committee. vi. Cash books, budget check register, cheque register etc. are maintained as per the Government rules. vii. Postal stamps/ Government 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 Government Treasury and expenditure is met through State Government fund 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  |
|--|-------------------------------|--|
| Rotary Club of Panaji, Riviera                           | 20000                         | State Level Workshop on Contemporary Career Options: Imparting Skills to the Youth in Goa on 4th and 5th February, |

[View File](#)

6.4.3 – Total corpus fund generated

5000

**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      | Auditors deputed by Govt of Goa carries out administrative and financial audit of the college  | 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-<br>a. Biometric register<br>b. service books<br>c. Library                                  |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  | services<br>d.Looks after<br>the grievances<br>of the teaching<br>and non-<br>teaching staff<br>regarding<br>matters related<br>to academics<br>and<br>administration. |
|--|--|--|--|--|

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

|   |
|---|
| 1) Helps in planning of the academic activities of the college 2) Gives timely suggestions and support as and when asked 3) Provide minimal support for college cultural activities |
|---|

6.5.3 – Development programmes for support staff (at least three)

|   |
|---|
| 1. Training for Non Teaching staff 2. Picnics for stress relieving 3) Felicitation of retired and transferred staff 4) Files are timely processed for promotions 5) Work hand in hand for all co curricular activities 6) Support is given through the govt. schemes and medical reimbursement for individuals and their family members 7) Tuition fee waivers to the children of the employees |
|---|

6.5.4 – Post Accreditation initiative(s) (mention at least three)

|   |
|---|
| 1) Started MA Geography and MSc Microbiology 2) Clusters Research in Geography 3) Multidisciplinary education by floating Geography in science stream for moderate learners 4) Language Laboratory and Commerce and Economics Lab for Arts and Commerce Students 5) NCC wing for girls and boys 6) Part time counsellor for students 7) IGNOU centre for distance learning 8) Remedial Teaching for slow learning 9) Mentoring for students 10) Initiated community services through NCC and Green initiative cell of the college |
|---|

6.5.5 – Internal Quality Assurance System Details

|  |     |
|--|-----|
| a) Submission of Data for AISHE portal | Yes |
| b)Participation in NIRF                | Yes |
| c)ISO certification                    | No  |
| d)NBA or any other quality audit       | No  |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC   | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|------|--|-------------------------|---------------|-------------|------------------------|
| 2019 | The Department of English in collaboration with D.B. Bandodkar Festival of Art and Awareness in association with Directorate | 26/09/2019              | 26/09/2019    | 26/09/2019  | 93                     |

of Art and Culture, Govt. of Goa and Mashel Kala Premee conducted a session on the topic 'Importance of Communication to Prom

[View File](#)

## 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 | Period To  | Number of Participants |      |
|---|-------------|------------|------------------------|------|
|   |             |            | Female                 | Male |
| State Level Workshop on 'Gender Sensitization and Skilling for GirlStudents'              | 17/01/2020  | 18/01/2020 | 70                     | Nill |
| Conducted a session on 'Women, Society and Law'   | 27/02/2020  | 27/02/2020 | 26                     | 12   |
| A State Level Program on 'Gender Awareness and Gender Equality for Community Development' | 29/02/2020  | 29/02/2020 | 61                     | 37   |

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: • The Government College of Arts, Science and Commerce, Khandola is unique. It is nestled and cradled in the lap of nature. The students and staff of the College are sensitised to be environmentally conscious. The Eco-friendly Club has taken the initiative of laying the lawn, growing fruit bearing trees, flowering and ornamental plants in the College premises. Medicinal plants also find a place in the garden. • The Nature Club has promoted environmental consciousness among the local community. This Club distributes saplings to the neighbouring villages and to the local community around Marcel so as to enable and encourage the community to grow more trees and enhance the environment. • A compulsory paper on Environmental Studies has been integrated in the curriculum for the first year students of the College in which they learn about the importance of environment, protection of environment, impact of human

activities on environment and various environmental issues. ? The College has undertaken the following Alternate Energy Initiatives:- ? Solar energy is used to illuminate the street lights in the Campus, corridors and washrooms in the Arts and Commerce building. ? LED and CFL bulbs are used in classrooms and laboratories to conserve energy. ? Initiatives to sensitize to conserve energy.

- Faculty members have made efforts to sensitize the students to switch off the fans, lights and other electrical equipments in the departments, laboratories and College premises after use.
- Students are also sensitised to use water and electricity judiciously and only when required. ? Efforts to minimise Ozone depleting substances. All insulation used in the building is CFC and HCFC free. Even the AC equipment is CFC free. The fire suppression system and fire extinguishers are Halon free.

#### 7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities            | Yes/No | Number of beneficiaries |
|----------------------------|--------|-------------------------|
| Physical facilities        | Yes    | 1                       |
| Ramp/Rails                 | Yes    | 1                       |
| Rest Rooms                 | Yes    | 1                       |
| Any other similar facility | Yes    | 1                       |

#### 7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date       | Duration | Name of initiative                           | Issues addressed               | Number of participating students and staff |
|------|--|--|------------|----------|--|--------------------------------|--|
| 2019 | 1  | 1  | 22/05/2019 | 1        | Seed Bombing, Kitchen Gardening and Grafting | Deforestation and Soil erosion | 21   |

[View File](#)

#### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

| Title            | Date of publication | Follow up(max 100 words)   |
|------------------|---------------------|--|
| College Handbook | 30/04/2019          | All the students are responsible to the Principal, Vice Principal and staff members of the college for their general conduct both inside and outside the college. Ugc regulations on curbing the menace of ragging in higher educational institutions, 2009" D.O. NO. F. 1-15/2009(ARC) PT-III DECEMBER, 2018. Any student found guilty of ragging another student |

will be expelled from the college or punished as per the rulings of Central and State Government. Students should read the UGC Regulations on curbing the menace of Ragging in Higher Educational Institutions, 2009 printed in this prospectus and are required to give a declaration along with a declaration by the parent/guardian in the annexure provided regarding Anti-ragging. Attendance rules (As per GU ordinance O.A. -17) (Effective from 30th November, 2007/ 21st February 2019) Ordinance OA-17 relating to Minimum attendance for eligibility to appear for Examinations conducted by Goa University. Scheme of examination OC-66.scheme of examination (b. A. / b. Com./ b. Sc.)(choice based credit system-cbcs) One should not indulge in any act of sexual harassment. Any act of sexual harassment should be brought to the notice of the Principal, Vice-Principal or the Committee for Prevention of Harassment of Women at Work Place of the college for taking due action in this regard. Goa university discipline and conduct rules 2019 for college students' Possession and consumption of Drugs or intoxicants within the college campus is prohibited. No student is allowed to take liquor or any drugs. Even outside the college campus, he/she is expected to keep up to a very high moral and social behavior

so as to uphold the name of the college. Students conduct in the classes as well as on the campus should be such that it will not cause any disturbance to fellow students, staff members and the normal functioning of the college. If found guilty of misconduct, then he/she may be expelled or directed to leave the college immediately. Every student is expected to deal with the college property with due care and should help in keeping the premises neat and clean, considering the college as a continuation of his/her home. Any damage done to the college property is a breach of discipline and will be dealt with severely. Students suspected or found guilty are liable for paying the recovery and/or expulsion. Disfiguring of college property is punishable and students found guilty or suspected of this type of act will be expelled from the college with immediate effect. No student is allowed to smoke and spit within the building. If found guilty, will be punishable under the Governments Prohibition of smoking and spitting Act.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity                           | Duration From | Duration To | Number of participants |
|------------------------------------|---------------|-------------|------------------------|
| Vanamahotsava<br>(Tree Plantation) | 06/07/2019    | 06/07/2019  | 62                     |
| <a href="#">View File</a>          |               |             |                        |

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

- The College has undertaken the following initiatives to make the Campus eco-friendly. ? LED bulbs are being used in classrooms and laboratories ? Solar energy is used to conserve energy ? Awareness is created to sensitise the



students and staff to conserve energy by switching off the fans, lights and other electrical equipment in the departments, laboratories and College premises after use. ? Students are sensitised to use water judiciously. ? Students are encouraged to make use of public transport. ? Car-pooling is encouraged and undertaken by the staff. ? Efforts are made for carbon neutrality by making use of natural lighting in classroom. ? Promoting dust free classrooms by installing smart boards Imposing ban on smoking in College Premises ? Promoting tree plantation by the Eco-friendly and Healthy Practices Club. ? Reducing the use of plastic The College has taken a decision to make use of paper cups, steel glasses and paper plates when any Department conducts Seminars/ Workshops/ Conferences. Moreover, even the Cafeteria in the College premises follows the above rule. Students are encouraged to use cotton bags- an initiative undertaken by the N.S.S. Unit of the College. ? E-Waste Management E-Waste is disposed as per the rules, regulations and procedure laid down by the Government of Goa. Initiatives are taken to dispose off the old computers present in the Computer Laboratories with the help of the Department of IT, Government of Goa. Chemical Waste from the laboratories are segregated and disposed properly in the pits

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

1) Title of the Best Practice: Composting Goal: Composting is an aerobic method of decomposing organic solid wastes. It can therefore be used to recycle organic material. The process involves decomposition of organic material into a humus- like material known as compost, which is a good fertiliser for plants. Compost returns valuable nutrients to the soil to help maintain soil quality and fertility. The goal of this activity was to inculcate a healthy practice among the students towards waste management on the Campus. The Practice: Here are some of the ways our students have been benefitted from this healthy practice: 1) This best practice has helped the students to understand how composting enriches soil, helping to retain moisture and suppress plant diseases and pests. 2) It has also enabled them understand how composting reduces the need for chemical fertilizer. 3) This best practice has created an awareness regarding how composting has encouraged the production of beneficial bacteria and fungi that breaks down organic matter to create humus, a rich nutrient filled material. Evidence of Success: • On 2nd January, 2020 to 4th February, 2020- A 100 litre composting unit was purchased from Mr. Vijaydatta Lotlikar. • The College canteen employees were imparted information to carry out effective 'Wet Waste Management'. • On 25th January, 2020 the Environment Protection Cell purchased two composting units which were used by the 100 SBSI students to train the entire batch of FYBA students on composting. • This activity has encouraged the students to make use of the compost to grow seasonal fruits and vegetables in the backyard. 2) Title of the Best Practice: Seed Bombing Goal It is a technique of planting trees by embedding organic seed balls in the ground. It is also known as aerial reforestation. Vegetation can be introduced in any land by throwing or dropping seed balls in the ground. Tree bombs are handmade seed balls. The goal of this best practice is to promote afforestation of native species of Goa. Practice • A seed bomb is a little ball made up of a combination of compost, clay and seeds. • Most of the staff members and students participated in this activity. They voluntarily made the seed bombs. • Seed balls don't need planting or complex propagation. • They just scattered them where they wanted them to grow (preferably on top of soil or compost). • They threw some seed bombs into vacant lots, roadside verges etc. Evidence of the success • The above activity has helped the participants to understand how they can eliminate the labour of ploughing or digging holes for seeds. • This practice has also helped them to understand how seed balls should be scattered on the ground and forgotten about and how they will resprout when there is

enough rain.

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

<http://www.khandolacollege.edu.in/best-practices/>

### 7.3 – Institutional Distinctiveness

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

Government College of Arts, Science and Commerce, Khandola, Marcela, Goa has played a pivotal role in providing educational opportunities to the rural areas surrounding it. The College has completed 31 years of its existence by promoting excellence in the field of education. This Institution has earned its reputation for being a premier Institution in the State which is well known for academics, sports and other extra- curricular activities. The College opened its doors in June 1989, for imparting knowledge to the first generation learners of rural areas of Khandola, Marcela and around Ponda Taluka to bring about a radical change in the society. The location of this College is endowed with natural beauty, serenity and tranquillity. This place is considered as the cultural capital of Goa. 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 female students enrolled and a large number of female staff recruited is a manifestation that women empowerment which is the need of the hour is prevalent. The College commenced with a humble beginning that followed a prosperous path and achieved a milestone of celebrating the Silver Jubilee - 25 Glorious Years of its existence in 2014. This Institution has progressed by leaps and bounds acquiring all pre-requisite affiliation from Goa University and UGC Certification of recognition under 2(f) and 12(B). Today the College is 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 geographically backward area within the state of Goa. The College was awarded B Grade in September, 2005 and A Grade with CGPA score of 3.01 in March, 2017. The College participated in NIRF in 2019-20 and was placed in the rank band of 101 to 150. The new found status by way of NAAC accreditation and NIRF rating inspired the faculty and administrative staff to give their best which in turn resulted in quality enhancements in the areas of academics, sports and cultural activities. The government 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 Directorate of Higher Education has also equipped the Institution with 19 smart classrooms and 1 virtual classroom. Besides, 5 smart boards are also installed in the laboratories. Research finds a prime position in the minds of the students and faculty and it reflects in the quality of work done so far for the benefit of the society and mankind. As a consequence, the College has established Post Graduate Centre in Chemistry, Commerce and Geography. The vibrant IQAC, Alumni, PTA and exemplary work done by the various committees brings the College to the forefront in various fields and materialises the concept of holistic development of the individuals. The performance of our students in examination

Provide the weblink of the institution

<http://www.khandolacollege.edu.in/institutional-distinctiveness/>

### 8.Future Plans of Actions for Next Academic Year

-----Academics----- Start new stream with Vocational Course (B.Voc) in Software technologies Approval from Goa university to start TYBSC honours in

Geography To Offer PG in Microbiology Part II To Build Research Centre in Microbiology Trainings in N.C.C. Unit for ANO and students Organisation of Inter-disciplinary Seminars, Workshops and Conferences to promote advanced learning for students and faculty inonline mode Training for Competitive Examination Programme for advanced learners To Participate in Rank Band for NIRF 2020-2021 and India Today Continuation of diploma Courses with focus on employability/ entrepreneurship and skill development Apply for IGNOU examination centre -----Development Programmes Collaborations----- Online Admissions and payments via online gateway Teaching Learning process via online mode using google meet, zoom, MS teams, Moodle etc Conduct of examinations via online mode using google meet, zoom, MS teams, Moodle etc Proposals to have MoUs, Collaborations with Industries and Academic Organizations Purchase of books in the library, equipments in laboratories and wifi facilities Infrastructure development for procurement of research and PG laboratories NET/ SET coaching classes conducted for bright students -----Research Development----- Initiated possibilities for active industry participation Encouraging faculty members to register for Ph.D. for the growth of academic excellence Knowledge incubation of faculties through writing project proposals from various funding agencies Promote Faculties to publish research papers in web of Science and Scopus indexed Journals Fabrication of interiors for research laboratories for PG Ph.D.students -----Institutional Social Initiatives----- Initiation to Conduct Gender Equity programmes Sensitizing the local community regarding social issues such as covid awareness, vaccination drives, covid SOPs etc. Conducting fitness drives, yoga, meditation etc via online mode Celebration of National Days of Indian Freedom Fighters and other International days to create awareness throughout the year Conducted cleanliness drives at their local areas Students as well as staff members as Volunteers as Covid warriors Participation of the students in various curricular and co-curricular related activities via virtual mode -----Welfare Programmes----- Scholarships to the needy and economically backward students Part-time Counsellor for the students faculty Initiation of Mentoring for students in Covid Pandemic via online mode Remedial Teaching Programme for slow learner students FDPs for teaching staff via online mode Training and Workshops for Non-Teaching Staff via online mode Initiation of practice to appreciate and give recognition to faculty for their achievements. Organisation of Physical Fitness to promote health of staff and students Students trained to participate in various Inter- Collegiate Competitions i.e., Debates, Quiz, Elocution, Cultural activities etc. via online mode Organisation of cultural activities 2019-20 (Inter-collegiate Competitions events) by the Students' Council to bring out the hidden talents of the students via online mode Conduct of Yoga session for the students via online mode -----Activities for all round development of the Students ----- To Initiate Vermi-composting practice Training of Seed bombing best practice To have value added and skill based courses through online mode Counselling sessions for good mental health Road safety awareness -----Healthy Practices/ Best Practices----- To promote Social Responsibility amongst the students through various value-based programs via online mode Maintaining of Green Campus