# YEARLY STATUS REPORT - 2020-2021

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1.Name of the Institution** | GOVERNMENT COLLEGE OF ARTS, SCIENCE AND COMMERCE, KHANDOLA |
| • Name of the Head of the institution | Prof Purnakala Samant |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 9822385035 |
| • Mobile No: | 9326142001 |
| • Registered e-mail | gcasck@rediffmail.com |
| • Alternate e-mail | samantpurnakala@gmail.com |
| • Address | Khandola |
| • City/Town | Marcela |
| • State/UT | Goa |
| • Pin Code | 403107 |
| **2.Institutional status** | |
| • Affiliated / Constitution Colleges | |
| • Type of Institution | Co-education |
| • Location | Rural |

| | |
|---|---|
| • Financial Status | **Grants-in aid** |
| • Name of the Affiliating University | **GOA UNIVERSITY** |
| • Name of the IQAC Coordinator | **Dr. Pravina Kerkar** |
| • Phone No. | **9822385035** |
| • Alternate phone No. | **7499825615** |
| • Mobile | **9822385035** |
| • IQAC e-mail address | **iqacgcasck@gmail.com** |
| • Alternate e-mail address | **pravina567@gmail.com** |
| **3.Website address (Web link of the AQAR (Previous Academic Year)** | https://www.khandolacollege.edu.in |
| **4.Whether Academic Calendar prepared during the year?** | **Yes** |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://www.khandolacollege.edu.in/academic-calendar-2020-2021/ |

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| **Cycle 1** | **B** | **Nil** | **2005** | **21/09/2005** | **20/09/2010** |
| **Cycle 2** | **A** | **3.01** | **2017** | **28/03/2017** | **27/03/2022** |

| | |
|---|---|
| **6.Date of Establishment of IQAC** | **29/10/2009** |

**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| Microbiology | CSR Funding | Goa Ship Yard | 2020-21 | 12,00000/- |
| GCASCK College Library | Purchase of Books | Government Grant | 2020-21 | 7,69,351/- |
| College | Central Funding | RUSA | 2020-21 | 83,33333/- |
| Konkani | 20th Yuva Konkani Sahitya Samelan | Goa Konkani Academy | 2020-21 | 1,34,800/- |

| | | |
|---|---|---|
| **8.Whether composition of IQAC as per latest NAAC guidelines** | Yes | |
| <ul><li>Upload latest notification of formation of IQAC</li></ul> | [View File](#) | |
| **9.No. of IQAC meetings held during the year** | 3 | |
| <ul><li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li></ul> | Yes | |
| <ul><li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li></ul> | No File Uploaded | |
| **10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** | No | |
| <ul><li>If yes, mention the amount</li></ul> | | |
| **11.Significant contributions made by IQAC during the current year (maximum five bullets)** | | |

1. Starting of new programmes- -B.Voc. in Software Technology was introduced and a new laboratory was also set up including computers, internet facility and books . -MSc Microbiology Part II with

adequate infrastructure.

2.Upgradation and improvement of ICT infrastructure for -
-supporting the online Teaching-Learning process. Conduct of
activities of students Council, celebration of national days and
other extra-curricular activities in online mode. ensured.

3.Initiated and was recognized -with one Star from Institution of
Innovation Council (IIC), Ministry of Human Resource Development ,
Govt. of India. -by NIRF with a ranking in the band 101 – 150 for
the 3rd Consecutive Year. -by India Today ranking - In the Arts
Stream-146, Science Stream-150 and Commerce -188 was the ranking for
India Today 2021.

4.Encouraged and motivated faculty for undertaking research work and
publications. Initiated proposals for conducting seminars,
workshops, training programmes, conferences through departments and
cells.

5.Partnered with Government and health officials, during the
COVID-19 pandemic by disseminating information, deputing of staff
for COVID vaccination and making available the college premises for
the Vaccination Centre.

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

| Plan of Action | Achievements/Outcomes |
|---|---|
| Curricular Aspects: NOC from Government and affiliation approval from Goa University to Start BVoc in software technologies and Msc Part II microbiology | Introduced B.VoC in Software Technologies as well as MSc Part II in Microbiology succefully |
| Teaching ,Learning and Evaluation: Due to prevailing of sudden Covid 19 pendamic situation online teaching has to be performed. To conduct skill based and value courses to students. Make efficient use of language laboratory. | Teaching were done on hybrid mode online/offline. Study mate. Faculties were involved in e content module for DISHTAVO rial was delivered to students through moodle , videos ,googlr meet and microsoft teams.more then 19 skill based courses were conducted for the benefit of the students. Language laboratories were used to develop language skill by language departments |

| | |
|---|---|
| **Research Innovation and extension:** Motivate faculties to publish research papers, conduct webinar, seminars workshops etc. NSS and NCC students to participate in extension activities | Staff published papers in UGC CARE list and Scopus and Web of Sciences journals, Conducted several seminars, conferences ,workshops for the benefit of students and faculties. Conducted extensions programs for the holistic development of students. NSS and NCC students were selected at Raj Bhavan for the national day parade. |
| **Infrastructure and Learning resources:** To develop laboratories for BVoC and Microbiology. Purchase of books in the relevant proggrammes | Well equipped laboratories were setup for BVoc and Microbiology. Required reference and text books were purchased. Infrastructure for online teaching was procured. |
| **Student Progression and Support:** Motivate/ encourage students avail various scholarship. train students for competitive examination. Promote students to participate in curricular and extracurricular activites | Two hundred and thirty nine students received various scholarships, Students were trained for GUART examination.Many students received awards for the participation in various intercollegiate competitions |
| **Governance, leadership and Management:** New faculty positions were created and filled for newly introduced programmes. Online mode of Admission and examination..Achieve E - governanc eby disbursing salary through online mode. Encourage staff to participate in FDP , refresher and orientation programs | Faculty positions were filled. Admission were done through IAMS portal through the initiatives of Directorate of Higher Education. Newly appointed staff completed their induction programs. Senior faculties completed refresher courses |
| **Institutional values and best practices:** Encourage students to train for various waste management issueinitated various s for the healthy environment, | Green initiatives were taken in campus. The college was awared with one Green One District Championship from Govt of India. |
| **13.Whether the AQAR was placed before** | No |

**statutory body?**

- Name of the statutory body

| Name | Date of meeting(s) |
|------|--------------------|
| Nil | Nil |

**14.Whether institutional data submitted to AISHE**

| Year | Date of Submission |
|------|--------------------|
| 2021 | 28/02/2022 |

**15.Multidisciplinary / interdisciplinary**

**16.Academic bank of credits (ABC):**

**17.Skill development:**

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

**20.Distance education/online education:**

# Extended Profile

**1.Programme**

1.1                                                                                              **482**

Number of courses offered by the institution across all programs during the year

| File Description | Documents |
|------------------|-----------|
| Data Template | [View File](#) |

**2.Student**

2.1                                                                                          **1561**

Number of students during the year

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

2.2                                                                                          **742**

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

2.3                                                                                          **513**

Number of outgoing/ final year students during the year

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

**3.Academic**

3.1                                                                                          **137**

Number of full time teachers during the year

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

3.2                                                                                          **135**

Number of Sanctioned posts during the year

# Extended Profile

## 1.Programme

| 1.1 | **482** |
|---|---|
| Number of courses offered by the institution across all programs during the year | |

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

## 2.Student

| 2.1 | **1561** |
|---|---|
| Number of students during the year | |

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

| 2.2 | **742** |
|---|---|
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | |

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

| 2.3 | **513** |
|---|---|
| Number of outgoing/ final year students during the year | |

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

## 3.Academic

| 3.1 | **137** |
|---|---|
| Number of full time teachers during the year | |

| File Description | Documents |
|---|---|
| Data Template | [View File](#) |

| 3.2<br><br>Number of Sanctioned posts during the year | **135** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | <u>View File</u> |

## 4.Institution

| 4.1<br><br>Total number of Classrooms and Seminar halls | **30** |
|---|---|
| 4.2<br><br>Total expenditure excluding salary during the year (INR in lakhs) | **19721865** |
| 4.3<br><br>Total number of computers on campus for academic purposes | **119** |

# Part B

## CURRICULAR ASPECTS

### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

**Due to Covid-19 pandemic, the academic year was declared to commence from 1st September 2020 to 31st August 2021.**

**The college time table committee prepares a time table for the theory and practical and it is displayed for students as well as teachers notice board and college website before the commencement of each semester.**

**Futher, our institute adopted online mode of teaching for which different platforms like MOODLE, Google meet, MS Teams, Google classroom were used. Teachers were called in physical mode to conduct classes whereas students attended classes through online mode in odd semester while physical mode teaching was done in even semester by following all the norms of social distancing.**

| File Description | Documents |
|---|---|
| Upload relevant supporting document | View File |
| Link for Additional information | https://www.khandolacollege.edu.in/time-table-for-academic-year-2020-21/ |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Before the commencement of the academic year, the college notifies the academic calendar for all the programmes in the college prospectus, teaching diary and the college website. The academic calendar contains the various activities to be conducted by various departments, cells, units and committees and the date of commencement, last working day of the semester and the dates for ISA as well as semester-end examinations are also mentioned to facilitate the students on the various activities that would be conducted in the college.

All departments follow the calendar issued by the college and plan all its activities including the conduct of Continuous Internal Evaluation (CIE). The academic activities, CIE, and all activities are conducted in adherence to the calendar of events .The academic calendar help faculty members to plan their respective course delivery, research work, academic and co-curricular activities.

The HOD's supervise and monitor the completion of the syllabus as per the lesson plan prepared by faculty members. Syllabus coverage for each CIE is decided well in advance and faculty members adhere to it.

ISA 's are conducted periodically are part of the Continuous Internal Evaluation (CIE) of students. There is a well-defined process for the conduct of CIE. Teachers prepare ISA question papers and is approved by the Head of the Department. The internal assessment test timetable is prepared by the examination committee is displayed and notified to students through notice board and is placed on the website well in advance. Results are prepared, declared as per the schedule and displayed to the students on timely basis. Opportunity is given to students to answer third ISA for those who have represented the college through NSS, NCC camps,

co-circular activities, extra circular activities and for those who could not attempt the ISA on medical grounds.

Due to ongoing pandemic exams were postponed as per the directions received from the UGC and Goa University. Continuous evaluation and assessments are also done for all the subjects having practical componentand project work undertaken by final year students. Conduct of laboratory experiments and viva, submission of records are the major components of practical evaluation.

The Principal, through the monthly meetings, frequently reviews the semester's progress and provides suitable suggestions to the various departments.

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | https://www.khandolacollege.edu.in/cie-timetables-2020-2021/ |

| **1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University  Setting of question papers for UG/PG programs  Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  Assessment /evaluation process of the affiliating University** | A. All of the above |
|---|---|

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | View File |
| Any additional information | View File |

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course**

**system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

`31`

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | **No File Uploaded** |
| Institutional data in prescribed format (Data Template) | View File |

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

`22`

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| List of Add on /Certificate programs (Data Template ) | View File |

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

`627`

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

`414`

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

**1.3 - Curriculum Enrichment**

| 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum |
| --- |

Various Programs in the college offers courses that integrate issues related to gender and environment.

The Department of Economics offers Generic elective paperDemography and Population studies which mainly concentrates on gender issues and the Honours programme of Economics studies-Environmental Economics I & II. This paper focuses on various issues related to environment and also emphasizes on sustainable development.

Besides this, there is a mandatory paper titled 'Environmental Studies'for the students in their first year of graduation.

The Department of Chemistry offers Green Chemistry as an elective course for First year students.

The Department of Geography offers courses on environment and sustainability through elective courses on Fundamentals of Disaster Mitigation, Environmental Geography and Geography of Resource Utilization in Goa. Webinars are conducted on Energy audit and its mechanism to create awareness on the importance of energy usage and efficiency.

The Department of Psychology offers Psychology of Gender and Identity as a core course in Semester III to help students understand the biological, social, and cognitive influences on gender, gender stereotyping, and gender issues.A State Level Webinar was conducted on these areas and also the use of music as a mood enhancer to calm the stress levels of students especially through the pandemic. A National level webinar on Covid-19 suicide prevention was also conducted. E-poster competitions were conducted on occasion of World Suicide Prevention month.

The Department of English has courses such as Communicative English and Spoken English to provide students to equip themselves in building a better social interactions and capacity building.

The Department of Microbiology offers environmental microbiology as a core paper in Semester III. This course enables students to understand the interaction of microbes with the environment and how they can be used to combat the problem of waste management and pollution.

**The Department of Political Science offers Introduction to Human Rights, Women's Movement and Empowerment, Understanding Gender and Power Politics as GE Courses. These courses are focused on the relationship between gender and politics, and gender empowerment. Girl students are encouraged to empower themselves through these courses. Also, female students are felicitated for their achievements on International Women's Day.**

**The Gender cell also has conducted webinars on Gender sensitization and its various issues during pandemic.**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | View File |

## 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

**02**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | **No File Uploaded** |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | **No File Uploaded** |
| MoU's with relevant organizations for these courses, if any | **No File Uploaded** |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | View File |

## 1.3.3 - Number of students undertaking project work/field work/ internships

`449`

| File Description | Documents |
|---|---|
| Any additional information | View File |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |

## 1.4 - Feedback System

| **1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni** | `D. Any 1 of the above` |
|---|---|

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | `No File Uploaded` |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | `No File Uploaded` |
| Any additional information(Upload) | `No File Uploaded` |

| **1.4.2 - Feedback process of the Institution may be classified as follows** | `C. Feedback collected and analyzed` |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | `No File Uploaded` |
| URL for feedback report | https://www.khandolacollege.edu.in/feedback-report-2020-2021/ |

## TEACHING-LEARNING AND EVALUATION

## 2.1 - Student Enrollment and Profile

## 2.1.1 - Enrolment Number Number of students admitted during the year

## 2.1.1.1 - Number of sanctioned seats during the year

**328**

| File Description | Documents |
|---|---|
| Any additional information | [View File] |
| Institutional data in prescribed format | [View File] |

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**742**

| File Description | Documents |
|---|---|
| Any additional information | [View File] |
| Number of seats filled against seats reserved (Data Template) | [View File] |

**2.2 - Catering to Student Diversity**

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Due to the covid-19 pandemic, the college conducted an online induction/orientation programmes with the students and parents who are admitted in the college during the first week of the academic year. As the academic year progressed through online mode, the teachers were able to identify those students who may have any learning difficulties through constant feedback taken during the online mode.

Further, remedial classes were conducted on a weekly basis in respective subjects wherein the teachers guide the students with difficulties in online mode and on need basis if there were students who required special attention on their difficulties; faculty was available to provide additional assistance in physical mode with proper social distancing.

To encourage advanced learners, the students have been encouraged to participate in online competitions, webinars, virtual conferences, guest lectures and awareness programmes wherein students have been awarded certificates and programmes.

| File Description | Documents |
|---|---|
| Link for additional Information | Nil |
| Upload any additional information | No File Uploaded |

## 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|---|---|
| 1561 | 135 |

| File Description | Documents |
|---|---|
| Any additional information | No File Uploaded |

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Our institute provides an effective platform for students to nurture their problem solving skills and ensure participative learning.

Students are motivated to participate in inter college as well as national level competitions through virtual mode. The institute focuses on the student centric methods of enhancing lifelong learning skills of students. Faculty members make efforts in making learning activity more interactive by adopting student centric methods.

To promote experimental learning Add on courses, certificate courses (Value added courses) were undertaken. To enhance participative learning students were encouraged to participate in seminars, group discussions, wall papers, project and skill based add on courses such as Kitchen Chemistry, Nipun Hath (Creative Hands), Kala Kaushal etc.

To inculcate problem solving behavior among students, the departments organized expert lectures on various topics such as Quantitative aptitude for competitive exams, Elementary Number Theory and Mathematics using Python programming by Maths Department. Also regular assignments and case studies based on current problems were given to the students.

Project topics of the final year undergraduate students were based on current pandemic situation besides the online quizzes were also held from time to time by the departments.

PG students were encouraged to participate in international conferences in virtual mode on porous materials for energy and environment. The Microbiology department have conducted various awareness programmes, webinars, guest lectures on various topics related to the covid-19 such as Haematological Biomarkers on Covid-19 Diagnosis, Bolstering during Covid 19 Emergency, Young Bioentrepreneurs, Covid19 : Facts and Myths and Mucormycosis: The Black Fungus traumatising Covid19 patients.

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Link for additional information | Nil |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The institute follows ICT enabled teaching in addition to the traditional classroom education. Subsequent efforts are taken by the institute to provide e-learning atmosphere in the 28classrooms.

In addition, the faculty members are using the IT enabled learning tools such as PPT, video clippings, Audio system, online sources to expose the students for advanced knowledge. Classrooms are furnished with smart boards. Most of the faculty use interactive methods for teaching. The major emphasis is on classroom interaction in terms of presentations, group discussions assignments, debates, tests, viva and practical's.

The institute premises are Wi-fi enabled and access of internet is provided on individual laptop and mobile devices of the teachers.

Due to ongoing pandemic teaching learning process in the institution took place through online mode. Various platforms like Google meet, Microsoft teams, MOODLE and Google classrooms were used by the teachers for the delivery of the content to the students. Special training was provided to the teachers to conduct classes through online mode. Most of the teachers were trained by the institution who gained hands-on experiences on the use of MS

**teams.**

**Reference materials were sent to the students through whatsapp group, email, moodle, & google classroom.**

**All teaching faculty were involved in the development of e-content for DISHTAVO, an initiative of Directorate of Higher Education, Govt. of Goa so to make e-content available in all subjects across Goa through DISHTAVO portal.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | https://www.khandolacollege.edu.in/physical-facilities-4-1-1/ |

## 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

## 2.3.3.1 - Number of mentors

**135**

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll. | [View File](#) |
| Circulars pertaining to assigning mentors to mentees | [View File](#) |
| mentor/mentee ratio | **No File Uploaded** |

## 2.4 - Teacher Profile and Quality

## 2.4.1 - Number of full time teachers against sanctioned posts during the year

**135**

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | **No File Uploaded** |
| List of the faculty members authenticated by the Head of HEI | **No File Uploaded** |

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**

**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

**38**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | View File |

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

**2.4.3.1 - Total experience of full-time teachers**

**551**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The internal assesmnet consist of only Intra-Semester Assessment(ISA) as prescribed by Goa University.The time-schedule and question paper pattern of internal assessments is decided by the college.

ISA is conducted in the following modes:

· Written test

· Power point presentations

· Group discussions

· Poster presentations

· Viva-voce

· Video presentations

Third ISA is conducted for UG courses for students representing sports, NCC, NSS or medical grounds. Improvement ISA's are additionally conducted for PG courses.

Marks have been shown to the students on timely basis after the conduct of the ISA.

The evaluation process is made known to students through college website, notice boards, students WhatsApp groups and counselling to students.

The college notifies evaluation process and related documentation on the notice board as well as on institute website. This includes distribution of marks and schedule of internal Assessment and other assessment related to Semester End assessment and Repeat End Assessment.

Staff meetings are conducted periodically to review the evaluation process.

The grievances of students if any are solved from time to time by the exam committee.

| File Description | Documents |
| --- | --- |
| Any additional information | [View File](#) |
| Link for additional information | Nil |

## 2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

1. The notice is displayed on the college website, whatsapp groups and notice boards after the exams.

2. Student grievances are reported through anapplication shall be submitted by the student, along with the requisite fees, within ten days of the notice displayed.

3. All the TY exams were also conducted internally due to the pandemic and grievances have been handled by the college.

4. After receiving the application, the grievances of the student is scrutinised by the exam committee. The student is intimated on a particular date to solve his/her grievances in the presence of the exam committee.

5. The papers are shown physically to the student in the presence of the principal, exam committee and evaluator.

6. If the grievance has been satisfactorily approved, the papers are duly signed by the exam committee and principal in the presence of the student.

7. In case of altercations in the reported marks, the changes are made and new mark sheet is reflected of the student.

8. The new marksheet is issued to the student within 15 days on return of the old marksheet.

The exams and results declaration was done as per theGoa University notifications.

| File Description | Documents |
| --- | --- |
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

**2.6 - Student Performance and Learning Outcomes**

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

In adherence to the CBCS (choice based credit system), an orientation programme is conducted for FY students on the first week of the academic year by the principal and IQAD in the online mode. The HODs along with the teaching faculty of respective courses create awareness among the students on POs and COs at the beginning of the new semester of the academic year 2020-21. The CO's is clearly specified and present on all the courses of the various programmes. The PO and CO is available on the college prospectus and college website for students and teachers.

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | **Nil** |
| Upload COs for all courses (exemplars from Glossary) | [View File](#) |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Different modes of ISA are conducted by the teachers on their respective courses in the form of written test, quizzes, power point presentations, case studies etc. in order to evaluate if the students have been able to attain the course outcomes. In addition to enhance the learning experience of the student, field trips (in the month of February 2021), webinars, and virtual conferences were conducted. Students have gone for internship programmes such as blood testing in pathology lab of Asilo Hospital, Mapusa.

Semester End examinations are conducted to assess if the students have acquired the knowledge at the end of the course.

Practical exams are conducted forcontinuous assessment to analyze student's practical knowledge and implementation.

PG students have completed dissertations related to different software used in analysis of data and literature survey for

**research purpose.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | **Nil** |

## 2.6.3 - Pass percentage of Students during the year

## 2.6.3.1 - Total number of final year students who passed the university examination during the year

**510**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | [View File](#) |
| Upload any additional information | [View File](#) |
| Paste link for the annual report | [https://www.khandolacollege.edu.in/results-2020-2021/](https://www.khandolacollege.edu.in/results-2020-2021/) |

## 2.7 - Student Satisfaction Survey

## 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://www.khandolacollege.edu.in/student-satisfaction-survey-2021/](https://www.khandolacollege.edu.in/student-satisfaction-survey-2021/)

## RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 - Resource Mobilization for Research

## 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

## 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

**2,50,000**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| e-copies of the grant award letters for sponsored research projects /endowments | View File |
| List of endowments / projects with details of grants(Data Template) | View File |

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

**1**

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | **No File Uploaded** |
| Supporting document from Funding Agency | View File |
| Paste link to funding agency website | **Nil** |

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**

**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

**41**

| File Description | Documents |
|---|---|
| Report of the event | **No File Uploaded** |
| Any additional information | View File |
| List of workshops/seminars during last 5 years (Data Template) | View File |

**3.2 - Research Publications and Awards**

**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**

**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

41

| File Description | Documents |
| --- | --- |
| Any additional information | View File |
| List of research papers by title, author, department, name and year of publication (Data Template) | View File |

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**

**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

01

| File Description | Documents |
| --- | --- |
| Any additional information | View File |
| List books and chapters edited volumes/ books published (Data Template) | View File |

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

• A campaign for COVID Appropriate Behaviour was organised by NSS unit from June 2020 to September 2020, posters on Covid appropriate behaviour jingles and poems were made and displayed in student's villages at strategic points for the information of their family and neighbours.

• Gender Equity and & Women Development cell of Government college Khandola organized a DIY-Art Competition On "TRASH-SURE", Wealth Out of Waste on 8th March 2021 to celebrates International Women's Day.

• Orientation programme on Talking Talukas – an initiative by GDP foundations to identify innovative business ideas from college

**students and groom them into entrepreneurs. The resource person was Mr. Kishore Shah- Director GDP Foundations – Goa.**

**• Innovative Idea sharing conference and award ceremony was organised under Talking Talukas for Ponda cluster.**

**• Department of career guidance and placement of Government college Khandola conducted mega placement drive for passed out students and unemployed youth in college campus. Representatives from 13 different companies/ firms were present for the drive.**

**• Economic revival plan by GIPARD in collaboration with DHE**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

**2**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of awards for extension activities in last 5 year(Data Template) | <u>View File</u> |
| e-copy of the award letters | **No File Uploaded** |

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**4**

| File Description | Documents |
|---|---|
| Reports of the event organized | View File |
| Any additional information | **No File Uploaded** |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | View File |

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

**29**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| Any additional information | **No File Uploaded** |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | View File |

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

**1**

| File Description | Documents |
|---|---|
| e-copies of linkage related Document | View File |
| Details of linkages with institutions/industries for internship (Data Template) | View File |
| Any additional information | **No File Uploaded** |

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

**1**

| File Description | Documents |
|---|---|
| e-Copies of the MoUs with institution./ industry/corporate houses | View File |
| Any additional information | **No File Uploaded** |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | View File |

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

**The institution is set up by the Goa Government and is managed by the Directorate of Higher Education, Goverment of Goa. It functions in its own campus located at Khandola. The institution has all the basic infrastructure such as Administrative offcies, staffrooms, classroom, laboratories, seminarrooms, library, sports rooms, canteen etc. The governmnet has been magnanimous in augmenting the infrastructure to keep up with the needs of the times.**

**The following additional infrastructural facilities were made available:**

**Computer Laboratory for B. Voc programme**

**The college has setup a new computer laboratory to support the bvoc programme that has been launched from the academic year 2020-2021 having fifteen computer systems with latest configuration along with aprinter and white board. The laboratory has a WiFi facility as well as an uninteruppted power backup system and air conditioners.**

**Research Centre Laboratory in Chemistry**

**The college has a well equipped research centre in Chemistry and is usedby the research scholars.**

**Upgradation of Microbiology Laboratory**

**The microbiology departmment has setup a new laboratory for the research cluster in mirobiology. This laboratory is equipped withthe latest specialized equipment.The other laboratories have also been upgraded to meet the needs of the students.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | **Nil** |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

**The college believes in holistic development of the students and thus a lot emphasis is laid in setting infrastructure to support cultural, sports and related infrastructure. The existing multipurpose hall is renovated and upgraded to facilitate student activities. With air conditioning and better seating arrangement, it will boost the conduct of cultural activities.**

**The college has been doing exceptionally well in sports. The college has been upgrading the sports facilities in the sports room. Playground facillities have been made available to the students.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | **Nil** |

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

**30**

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

**30**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for additional information | **Nil** |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | [View File]() |

## 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

## 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

**84.88443**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Upload audited utilization statements | [View File]() |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | [View File]() |

## 4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

**The college library has a good collection of books in all disciplines offered in the college. There is a constant updation of the library book store with newer books / /editions added to the library collection as and when required.**

**There is a WiFi connectivity and a LAN. Reprographic facilities usch as photocopier are avialable for use by tghe library users.**

**The college library is partially automated using the NewGenLib software. This software has all functional modules of Library management completely implemented. It has the following modules.**

1. **Technical Processing (or cataloging)**
2. **Circulation**

3. **Acquisitions**
4. **Serials Management**
5. **MIS Reports**
6. **Web Online Public Access Catalog**
7. **Administration**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| Paste link for Additional Information | https://www.khandolacollege.edu.in/library/ |

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** | **A. Any 4 or more of the above**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | [View File](#) |

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**7.69351**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Audited statements of accounts | **No File Uploaded** |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | **No File Uploaded** |

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

94

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| Details of library usage by teachers and students | [View File](#) |

**4.3 - IT Infrastructure**

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution has a good setup of IT infrastructure in the form of Computer LAN, WiFi network, computer systems, reprographic facilities such as photocopier, scanning systems, cyclostyling machines, etc.

The college IT infrastructure is regularly maintained. The college has a 100Mbps leased Internet connection from BSNL Goa.The Internet connectivity is distributed through teh variuos rooms through LAN. Access is avialble aslo through the various wireless access points installed throughout the campus. Every claasrrom that has a smartboard is provided internet connectivity through WiFi.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

**4.3.2 - Number of Computers**

137

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Student – computer ratio | No File Uploaded |

| **4.3.3 - Bandwidth of internet connection in the Institution** | A. ? 50MBPS |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional Information | **No File Uploaded** |
| Details of available bandwidth of internet connection in the Institution | **No File Uploaded** |

## 4.4 - Maintenance of Campus Infrastructure

## 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

## 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

**104.64071**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Audited statements of accounts. | <u>View File</u> |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | <u>View File</u> |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

**The College is situated on an area of 12625 sq. mts. with a) Arts and Commerce Block b) Science Block c) Recreational Block that are usedfor conducting classes and other college activities in the campus. . TheDirectorate of Higher Education , Govt. of Goa takes on the responsibilityto create adequate infrastructural facilities.The college has been augmentinginfrastructural resources regularly . The Principal, Faculty , Students andcollege administration attempts to understand thefacilities and needs of the students and the other stake holders which are then placedbefore the Directorate of Higher Education . Postgraduate Programmes have been introduced in various subjects.The Institution being aGovernment College is allocated budget under plan and non -plan heads.Infrastructure, Maintenance and Development Committee suggests measures for thesafety, development and maintenance of old College infrastructure and measures to dispose off outdated and unused items. E-waste and solidwaste**

generated is discarded through proper procedures as mandated by thegovernment authorities. Financial provision is made by Government of Goa formaintenance of infrastructure and other facilities in the campus. Maintenanceof laboratory instruments in Chemistry and Microbiology Departments is annuallycarried out.Cleanliness of the Campus isentrusted and outsourced to agency GHRDC (Goa Human Resource DevelopmentCorporation). There is dedicated staff in the campus to ensure janitorservices . Periodical monitoring and servicing ofequipments is carried out as and when required..TheCollege has provision for placement, up-gradation, deployment and maintenanceof physical, academic and support facilities. Purchase and maintenance is donefrom relevant budget head.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

## STUDENT SUPPORT AND PROGRESSION

## 5.1 - Student Support

## 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

## 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

307

| File Description | Documents |
|---|---|
| Upload self attested letter with the list of students sanctioned scholarship | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

## 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

**61**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

| **5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills** | **A. All of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Link to institutional website | **Nil** |
| Any additional information | **No File Uploaded** |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**770**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**770**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | [View File](#) |

| **5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees** | **A. All of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Details of student grievances including sexual harassment and ragging cases | **No File Uploaded** |

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

### 5.2.1.1 - Number of outgoing students placed during the year

**0**

| File Description | Documents |
|---|---|
| Self-attested list of students placed | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |

**5.2.2 - Number of students progressing to higher education during the year**

**5.2.2.1 - Number of outgoing student progression to higher education**

17

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Details of student progression to higher education | <u>View File</u> |

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**

**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

| File Description | Documents |
|---|---|
| Upload supporting data for the same | **No File Uploaded** |
| Any additional information | **No File Uploaded** |

**5.3 - Student Participation and Activities**

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

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

| File Description | Documents |
|---|---|
| e-copies of award letters and certificates | **No File Uploaded** |
| Any additional information | **No File Uploaded** |
| Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template) | View File |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

**The Students Council plays a pivotal in organizing various activities in the College. The students exhibit their leadership qualities. The following activities were organized**

**●**

**The academic and administrative bodies that have students representatives on them are as follows:**

**1) The Students Council**

**2) IQAC**

**3) Prevention of Sexual Harassment Committee etc.**

**4) Discipline and Anti- Ragging Committee**

**5) N.S.S.**

**6) Sports**

**7) Clubs, Cells, Committees etc.**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | **No File Uploaded** |

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

0

| File Description | Documents |
|---|---|
| Report of the event | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | No File Uploaded |

**5.4 - Alumni Engagement**

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

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 dynamicleadership of Mr. Kashinath Naik, Managing Director, Goa state Coop. Marketing Supply Freration 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 Annual General body Meeting (AGM) of the association was held on 9th May, 2021.

And on this day the members for the new executive committee were elected and are as follows:

President - Mr. Kiran Naik

Vice-President - Mr. Vinay Gawas

Secretary - Dr. Savita Kundaikar

**Jt. Secretary - Ms. Unnati Sinari**

**Treasurer - P.V Chodankar**

**Jt. Treasurer - Ms. Roshana Gaus**

**Member - Mr. Sameer Prabhu**

**Member - Mr. Bhavesh Fulai**

**Ex-officio Chairperson - Prof. Purnakala Samant**

| File Description | Documents |
|---|---|
| Paste link for additional information | **Nil** |
| Upload any additional information | <u>View File</u> |

| 5.4.2 - Alumni contribution during the year (INR in Lakhs) | **E. <1Lakhs** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

**OUR VISION**

**Centre for Excellence**

**OUR MISSION**

**"To dedicate our energy to be responsive to the needs of an ever changing society by promoting excellence in academics and art."**

**GOALS AND OBJECTIVES**

**To promote higher standards of education in an environment conducive to the needs of undergraduate and postgraduate students.**

1. To introduce new UG/PG courses and certificate courses facultywise.
2. To organise webinars, seminars, workshops on academic, curricular and co-curricular aspects.
3. To enhance industry-academia interface, experts talks, sign MOUs with other institutions for academic exchange ativities.
4. To conductinternship programmes and placements for students in reputed organisations.
5. To eastablish infraustructure required for online teaching learning process specially during COVID 19 pandemic.
6. To promote artistic skills & social values among students through NSS, NCC.

| File Description | Documents |
|---|---|
| Paste link for additional information | https://www.khandolacollege.edu.in/our-mission-vision/ |
| Upload any additional information | View File |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution is a government college under the Directorate of Higher Education, Government of Goa and functions in a decentralized system headed by an efficient Principal, Vice Principals( Administration, Academic and Post graduate Departments

Academic Activities:

- 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,he visits or deputes a representative to the College at regular intervals for regular follow up of action plan of activities for the year.
- Directorate of Higher Education has appointed three Vice-Principals for three sections namely, academics, administrative and Post -Graduateto assist the Principa.
- The departmental heads are shouldered withthe

responsibilitiesof the Department..

- The Heads of the departments conduct monthly meeting with their departmental team members.
- The qualified laboratory staff deputed in the Science Departments.
- The Departments thus function smoothly and efficiently in a decentralised manner without undue interference from the top level management.
- 

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Admission of Students:

- Online Admission through Directorate of Higher Education'S IAIMS portal and fee payment through online gateway.

Industry Interaction/Collaboration:The institute developed linkages with the Industry through Internship, Industry experts as guest speakers, sponsorship for academic seminars, CSR activities, Campus recruitment, Cash prizes for meritorious Science student by Syngenta Ltd.

Human Resource Management: DHE appointed 11 new faculties in various subjects on regular basis.

Workload Incentives: As per academic policy of govt, remission of 2 lectures per week to all HODs.

Faculty Assessment process: Assessment of teaching faculties is carried out through ACRs and feedback forms from students.

Administrative Training programmes: Training programmes are periodically conducted and their yearly review is undertaken to improve administrative skills.

**Curriculum Development: Course curricum is developed by Goa University through board of studies.**

**Teaching Learning: The year 2020-21 being a Pandemic period the college adopted online teaching learning through hybrid mode MOODLE, google meets, microsoft teams, and Zoom platforms.**

**Examination ans Evaluation: Continuous assessment was carried out through ISA's in various forms written, oral, PPT, posters etc. SEE were conducted in online mode as prescibed by Goa University.**

**Research and Development:Established Cluster Research Centre in Microbiology. Started research coffee series.**

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | Nil |
| Upload any additional information | View File |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**a) Policies:**

**Admission Policy, Students Council Policy, Discipline & Students Conduct Policy, Sports Policy, Feedback Policy, Examination Policy, Library Policy, Green Initiatives and Sustainability Policy, Sexual harrasment & Grievance policy, IT Policyare all in place for the institution.**

**b) Administrative Setup:**

**Office functions under de-centralised set-up, in coordination with Principal, Vice Principals and Administrative staff.**

**c) Appointment:The appointing authority for teaching and non teaching staff is done by the Directorate of Higher Education.**

**d) Service Rules:**

The service rules followed by the institution are as stipulated by Govt. of Goa and duly.

e) Procedures:

- Administrative & Academic: All administrative procedures followed are as per in sink with State government and Directorate of Higher Education ( DHE), and academic procedures of Goa University.
- Promotions: Timely promotions and career advancements are granted to teaching and non-teaching by DHE.
- Purchases: The deapartment of the college proposes for the requirements. The propsal is anaylsed and aproved by the purchase committee of the college.The files are submitted to DHE for required aprovals.
- Infrastructural maintenance: Day to day maintenance is carried by the college, where as major infraustructural maintenance is carried out by GSIDC and PWD for which the due aproval is obtained from DHE.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Link to Organogram of the Institution webpage | https://www.khandolacollege.edu.in/web/wp-content/uploads/2022/03/Organogram.jpg |
| Upload any additional information | View File |

| 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination | A. All of the above |
|---|---|

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | **No File Uploaded** |
| Screen shots of user interfaces | View File |
| Any additional information | **No File Uploaded** |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | View File |

## 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

**1. Loan Schemes from Govt.- At Low interest (2%) loans for Housing,two wheeler,four wheeler is provided as per terms and conditions laid down by Govtof Goa.**

**2. Prescribed Allowances to the Incharge of NCC officer,NSS officer is provided.**

**3. Special Allowances for Vice Principals,Examination honorarium to exam committee are provided.**

**4. Financial support is made available to staff for attending seminars,FDPs, conferences within the country.**

**5. LTC -leave travel concession is granted to staff. 80% advance is granted by Directorate of Accounts.**

**6. Car & Bus facility for staff & students for deputation for sports,cultural events,exhibition,field trips is made available.**

**7. Cash prizes to the meritorious studentssubjectwise and streamwise sponsored by teaching staff.**

**8. Financial support through Student Aid fund to economically weaker students is provided by the institution.**

**9. Instant document processsing of retiring staff is ascertained well in advance & duly processed.**

**10. Staff Welfare Activities:**

- **Institution felicitates teachers who recieve Awards, Promotions, PhD's, NET/SET, Paper presentations and for extension activities carried out.**
- **Farewells are bidded to the retiring teaching & non teaching staff.**
- **Counselling facilities are made available to staff by college counsellor.**
- **Relaxation & recreation is encouraged through yoga and kathak dance sessions.**

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

**0**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | **No File Uploaded** |

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

**04**

| File Description | Documents |
|---|---|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | **No File Uploaded** |
| Reports of Academic Staff College or similar centers | **No File Uploaded** |
| Upload any additional information | View File |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

**13**

| File Description | Documents |
|---|---|
| IQAC report summary | **No File Uploaded** |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | **No File Uploaded** |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

**Submission of Annual Confidential Report is compulsory for both, Teaching and non-teaching staff of the institution, at the end of academic year/ or at the beginning of new academic year, all the staff have to submit Annual Confidential Report which is verified**

by the reporting authority i.e. Principal of the college. The principal thenforwards the same to the reviewing authority ( i.e. Secretary- Education ) after placing all her comments. If the comments expressed by principal are negative and the reviewing authority is convinced by those remarks, then the concerned staff member shall be issued a show cause notice for the explanation on the same. If the submitted explanation is accepted by the reviewing authority, the memo is served to the concerned staff as a course of action.

The institution uprises teaching and non teaching staff who explores outstanding contribution in various fileds viz: Research, NET/SET, winning awards, organising seminars/ webinars/ conferences succeesfully, cultural activities etc. are acknowledged with appreciation certificate on the occassion of celebration of national days.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

1. Internal Audit: The institutions internal audit is carried out...

2. External Audit:

- By State Government: External Audit is carried out by DHE.
- By Central Government: External Audit is also carried by Controller and Auditor General of India.
- 

The College has a comprehensive mechanism for both internal and external audit. A] Mechanism for Internal Audit: ? All the salary and non salary bills are prepared and checked by the Accounts Section and then sent to the Directorate of Accounts for preauditing and passing the same. ? All the full time/regular teaching staff, including Principal, Librarian and Director of Physical Education are Grade A Gazetted Officers. The Accounts of

the College controlled money are audited and certified by a qualified auditor duly appointed for the purpose. Laboratory ? Monthly statement of expenditure with all the details is prepared and sent to the Government.. 172 ? Income tax is deducted at source as per IT law. ? The College fee receipts are credited to the Government treasury.

B] Mechanism for External Audit: ? External Audit Committee visits the College periodically. Auditing is done by the Directorate of Accounts. ? Internal funds of the College are audited by a registered Chartered Accountant.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

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

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

| File Description | Documents |
|---|---|
| Annual statements of accounts | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | No File Uploaded |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

1. College Budget including Salaries: The college recieves funds for academic and salarypurposes through state government grants. The budgetting for the same is done in the month of October-November for the new academic year, and is submitted to Directorate of Higher Education for final aproval. The sanction for the same is obtained from finance department of the state government. The institution procures all its requirements through the budget provided. Salaries are dispersed through various heads

of accounts depending on plan and non-plan.

2. Laboratory Sharing: The fully equipped laboratotories of the institution are shared for conducting pracicals externally.

3. Library Resource sharing: The books, periodicals, project reports, N-List resources are shared extensively by UG- PG students.

4. Centre for Conduct of Competitive Exams: The institution serves as a centre for conduct of various exams such asjob qualifying written test by state govt..

5. Centre for GIPARD's Training programmes: In compliance with MOU with GIPARD for resource sharing.

6. COVID-Vaccination Centre: The premises of the instituion were utilised for COVID- Vaccination drive for the citizens from Marcela and nearby area.

7. Blood donation camp by NGO's:The NGOs support in the form of premises and NSS volunteers to conduct blood donation camp.

| File Description | Documents |
|---|---|
| Paste link for additional information | [Nil](Nil) |
| Upload any additional information | No File Uploaded |

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC monitors the functining of the insitution. Apart from the routine functions and activities the major thrust arers which the IQAC initiated were as follows :-

- Promotion of Research culture amongst faculty and students
- The IQAC has been instrumental in forming the Research cell and chalking out acitivities that promote research culture in the institution. Along with the director of the Research cell the IQAC, chalks out research oriented or research promoting programmes aimed at involving faculty members andpost graduatestudents in mainstream research activities. Some activities conducted through this initiative invlves

the weekly coffee reasearch series, wherein research enthusiasts present multidisciplinarypapers/articles, that they have worked upon. This actitvity has been a huge success and has been gaining wide popularity amongst faculty members and students.

- Launching newer acdemic programmes
- The institution offers several programmes in the Arts, Science and Commerce disciplines. With changing times there has been a need to introduce newer programmes, which the IQAC recognised and initiated the following programmes:-

1. TYBSc (Geography)

The BSc stduenst can major in geography at teh graduation level

1. Additional Division for FYBSc/SYBSc

To accomodate additional students newer divisions were opened.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Board of Studies of the Goa University, which consists of senior faculty in the respective subject,implements syllabus for 5 years. Keeping in mind the current trends, the BoS introduces the changes in the syllabus which has to be implemented by the subject teachers in the colleges. The IQAC director within the colleges keeps a watch on these aspects and the BoS holds regular meetings to update staff if any modifications are made.

Feedback System is in place within the college, where students are required to give feedback at the end of each semester for each teacher depending on the subject/paper taught. This feedback is confidential and the IQAD director along with the head of the institution.

It is made sure that stduent anonymity is maintained and the form

`is generated online so as to save paper and graphs and other`
`tabular data can be got in an efficient manner.`


`The director of IQAC tries to bring about such incremental changes`
`to ensure that the institute gains new heights and the students`
`are equipped to achieve their goals.`

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

| 6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA) | C. Any 2 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Paste web link of Annual reports of Institution | https://www.khandolacollege.edu.in/web/wp-content/uploads/2021/03/Full_report_NIRF_2018-19_college_-.pdf |
| Upload e-copies of the accreditations and certifications | View File |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | No File Uploaded |

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

| 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year |
| --- |

Many programes related to promotion of gender equity were organisedto highlight the need for gender equity in all spheres of our lives.

1. State-level webinar on Importance of gender equity in all spheres of life on 26th May, 2021.

2. Poster Competition on the theme 'Women in Science' (Director, Department of Gender Equity & Women Development.-2nd June 2021.

3.Talk on Menstrual health and hygiene management on 11th June, 2021.

4. DIY -Art Competition on Trash-Sure wealth out of waste to celebrate International Women's Day.-8th March 2021.

5. NSS Unit celebrated Intenational Girl Child Day- 11th October Day.

6. Poster competition on Say no to discrimination for students of the college to celebrate Zero Discrimination Day- 27th March 2021.

7. Staff welfare committee organised a talk on International women's day 8th March 2021.

8. State level webinar on Importance of Gender Equity in all spheres of life (Director, Department of Gender Equity & Women Development- 26th May 2021.

9. Talk on Menstrual health and hygiene management . Co-ordinator & Director, , Department of Gender Equity & Women Development.-11th June.

10. Talk on Women and Mental health to celebrate International Women's Day-8th March 2021.

| File Description | Documents |
|---|---|
| Annual gender sensitization action plan | Nil |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | Nil |

| **7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment** | **B. Any 3 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged Photographs | View File |
| Any other relevant information | **No File Uploaded** |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management  Waste recycling system Hazardous chemicals and radioactive waste management

**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.**

**The college segregates waste and implements composting. It 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.**

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | **No File Uploaded** |
| Geo tagged photographs of the facilities | Nil |
| Any other relevant information | **No File Uploaded** |

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**D. Any 1 of the above**

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| Any other relevant information | **No File Uploaded** |

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

**D. Any 1 of the above**

| File Description | Documents |
|---|---|
| Geo tagged photos / videos of the facilities | View File |
| Any other relevant documents | View File |

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit**

**A. Any 4 or all of the above**

**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

| File Description | Documents |
|---|---|
| Reports on environment and energy audits submitted by the auditing agency | View File |
| Certification by the auditing agency | View File |
| Certificates of the awards received | **No File Uploaded** |
| Any other relevant information | View File |

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen          reading**

**B. Any 3 of the above**

| File Description | Documents |
|---|---|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | **No File Uploaded** |
| Details of the Software procured for providing the assistance | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**Considering the diverse nature of the country, our institutionhasundertaken various efforts in providing an inclusive**

environmentto follow inclusive policies and makes special efforts to bring the underprivileged sections of the society in the mainstream of education by offering fair and equal opportunity in every stream of learning without any discrimination.Academic and administrative heads atthe college are women. This is an ideal example of gender based indiscrimination in the institution.

Value education andduty towards the society and Nation is imparted through various NSS and NCC programmes.The artistic talents of the students are nurtured through various initiatives (theatre art, performing art, Music ,poetry).

The sense of belongingness to the institution and society is well inculcated amongst the students through various personality, skill based and self-development programmes. In order to show linguistic diversities various programmes have been organised by language departments.

The students have been motivated to participate in various local, regional and state level activities so that the students will learn to live in harmony in society in spite of various diversities. As a respect towards all the religions, discretionary holidays have been granted by the institutions to celebrate the religious rituals and functions

| File Description | Documents |
|---|---|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | View File |
| Any other relevant information | View File |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our Institution places pivotal emphasis on inculcating constitutional values amongst staff and students through various initiativeson regular basis.This ensures that our students and staff play a role of a responsible citizen towards our motherland .

- Regular field-trips are conducted to places of national and state heritage to showacse the imortance of ourrich

heritage.

- National Days are celebrated with solemnity and gaiety to rekindle the commitment of students and staff towards upholding the Constitution of India.
- As part of Samvidhan Divas on 26th November, distinguished lectures by eminent personalities are organized to make everyone aware of the Fundamental Rights and Duties.
- On the occasion of Rastriya Ekta Divason 31st October, constitutional value of unity is promoted by administering the National Unity Pledge to all.
- Swatch Bharat Abhiyan initiatives are carried outto evoke a sense of duty of keeping our country clean. Regular Blood Donation camps are also conducted for staff and students by the N.S.S unit of the college to promote the spirit of brotherhood and service towards fellow citizens.
- The college also organizes rallies in surrounding areas wherein students chant slogans to create awareness on preserving the constitutional values of our country.

| File Description | Documents |
|---|---|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | No File Uploaded |
| Any other relevant information | No File Uploaded |

| **7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff    4. Annual awareness programmes on Code of Conduct are organized** | A. All of the above |
|---|---|

| File Description | Documents |
|---|---|
| Code of ethics policy document | [View File](#) |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

**The Institution aims at generating national and international consciousness by inculcating and promoting the values of brotherhood and humanism among the staff and students.**

- **National days are celebrated by unfurlingthe National Flag iby the Principal, followed by NCC student's parade. The event is graced by the distinguished Chief Guest and various activities like Street Plays, Ralliesare organised.**
- **Teacher's Dayis celebrated on 5th September whereby the Principal appreciates the staff for their service to the student community, followed by a cultural programme.**
- **Gandhi Jayanti is celebrated on2nd October which highlights thevalues of truth, service and sacrifice.**
- **Samvidhan Divas is observed on 26th November by taking oath andpledging to uphold the Constitutional values. Other Days of significance areTulsi-Premchand Jayanti, Hindi and Marathi Divas.**
- **Vanamahotsva is celebrtaed by conducting tree-plantation drivesin the surrounding areas and at their residence.**
- **World Population Day is observed on 11th July through exhibitions, lectures and competitions.**
- **World AIDS Day is observed on 1st December, the Red Ribbon Club of the Colleges organizes talks to create awareness.**
- **International Human Rights Day is observed on 10th December by organizing rallies and inter-class competitions to focus on the significance of Human Rights.**

| File Description | Documents |
|---|---|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | **No File Uploaded** |

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**Best Practice-I**

**1. Practice: Promotion of research and innovation across all the disciplines.**

**2. Objectives: The Research Development and Innovation cell of our institution hasstarted with"Research Coffee Series" wherein faculties of different departments present research papers followed by a discussion session.**

**3. The context: Research comprises of creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of humanity, culture and society, and the use of this stock of knowledge to devise new applications.**

**4. The Practice:Chosen faculty then selects a topic based on their research interest and work carried out by them.**

**BestPractice-II**

   **1.  Title of the Practice: Sustainability and Green Initiatives and Extension Services for society.**

   **2.  Objectives: We are committed to transfer of information, technology, research social & cultural activities and services to the surrounding villages through various in-house and outdoor activities.**

   **3.  The Context: Through this initiative, a strong linkage between the academia and society would be formed and**

strengthen where benefits would be reaped by both stakeholders.

4. The Practice: Though the College is State Government funded and to reduce the burden on government expenditure to some extent by obtaining funds for development/infrastructure projects from private parties or Industries.

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | [View File](#) |
| Any other relevant information | No File Uploaded |

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 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.

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.

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.This Institution is known in the State of Goa for having 34 faculty members with Ph.D. and 02 more have registered to add another feather to our cap.

As many of the students are first generation learners, the college has to involve the parents in their growth, progress and achievement by conducting parent teachers meet.The college has also started 'Students Mentoring System' wherein each student is under the mentorship of a faculty member. Thus the students are

personally counseled and academically helped during their journey in this institute.

| File Description | Documents |
|---|---|
| Appropriate web in the Institutional website | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.3.2 - Plan of action for the next academic year

- The college has proposed to start new programmes in Cluster Centre in Microbiology, BSc. (Electronics), BSc. Honours (Geography),BA. Honours (Political Science and Psychology) and B. Voc. in Software Technologies (Second Year).

- To promote e-content creation for effective online teaching-learning.
- To encourage faculty to pursue Ph.d programmes andengage in multi-disciplinary project proposals through DST, DBT etc.

- Encourage faculties to write research proposals to private industry and organisations to obtain CSR funding.
- To persuade faculties and students to write research papers in reputed journals of UGC CARE list and SCOPUS.
- Conduct various seminars, workshops, FDP's, webinars, training programmes, conferences etc for the benefit of students and staff.

- To motivate students to avail of various schemes of Government and Non-Government agencies during COVID-19 pandemic.
- To encourage alumni to participate in contributing in academic and financial aid.
- To promote students in representation and engagement in various academic, co-curricular and extracurricular activities.

- To automate the various administrative processes of the office, admission and examination process.
- To motivate staff to participate in orientation programmes, refresher courses and faculty development programmes.
- To provide training programmes, awareness programmes and welfare for teaching and non-teaching staff.

- **To fill the vacancies of the various teaching and non-teaching posts.**

- **To conduct more programmes on gender equity.**
- **To continue and enhance various green initiatives practices of the college. To provide initiatives in promoting an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic etc.**