YEARLY STATUS REPORT - 2022-2023

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 In-Charge

- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no. 9822828998

- Mobile No: 9326142001

- Registered e-mail gcasck@rediffmail.com

- Alternate e-mail iqacgcasck@gmail.com

- Address Khandola, Marcela

- City/Town Ponda

- State/UT Goa

- Pin Code 403107

2.Institutional status

- Affiliated / Constitution Colleges Affiliated

- 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. Dilecta Da Costa**

- Phone No.   **9822828998**

- Alternate phone No.   **9822828998**

- Mobile   **9822828998**

- IQAC e-mail address   **iqacgcasck@gmail.com**

- Alternate e-mail address   **dilectadcosta@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://www.khandolacollege.edu.in/web/wp-content/uploads/2023/12/AQAR_2021_2022.pdf

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/web/wp-content/uploads/2023/12/Planner-2022-2023.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**B**	**2005**	**21/09/2005**	**20/09/2010**
Cycle 2	**A**	**3.01**	**2017**	**28/03/2017**	**31/12/2022**

6.Date of Establishment of IQAC   **05/09/2009**

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
Multidisciplinary	Nil	Department of science and Technology	2022-2024	13,32,900
Interdisciplinary	Star DBT	Ministry of Science and Technology	2022-25	91 lakh

8. Whether composition of IQAC as per latest NAAC guidelines   Yes

- Upload latest notification of formation of IQAC   [View File](#)

9. No. of IQAC meetings held during the year   03

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   Yes

- If No, please upload the minutes of the meeting(s) and Action Taken Report   [View File](#)

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

- If yes, mention the amount

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

• Promotion of research related activities such as publishing of research papers and acquiring funds for research purpose • Commencement of honours programmes in Hindi, Konkani and Marathi for promotion of Indian/Regional languages • Setting up of electronics laboratory and up-gradation and maintenance of Laboratories for B.Voc, Geography, Chemistry & Commerce • Implementation of Academic Bank of Credits as per NEP • Promotion of skills enhancements activities for students • Incubation cell to promote probiotics, mushrooms and organic farming

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
Green initiatives	Installation of Atmospheric water generator, sensor based water taps and electric bulbs
Workshops, Conferences and Seminars	Conferences organised by Chemistry, Microbiology and Commerce departments for upgrading the knowledge and advancements in research nad
Purchase of books	Acquired books for the college library amounting to rupees 14 lakhs
Acquiring permanenet affiliation for few programmes from Goa University	Goa University granted permanent affiliation for Msc, (Inorganic Chemistry) , MCom, BA(Geography, Hindi ,Economics) and Bsc(Mathematics)
Training, Placement and capcity building for students	Organised placement drives, counseling, training for competitive exams and career guidance for all final year students
Apointment of Adiitional administrative staff	Four LDC's, one stenographer and fourteen apprentices have been employed.
Outcome based Education	Implementation of Couse Outcomes, Programme Outcomes and their attainment
Promotion of Skilling, cultural and co-curricular activities	Conducted various skill development activities for promotion of sports, reviving of traditional skills and preservation of our rich heritage
Engaging students for national service and integration and developing sense of social	NSS/ NCC cells conduct several activities aimed at promoting nation building

responsibility	
Yoga, meditation and health awareness	Organised national level workshop for promotion of Yoga, improved living and self awareness

13.Whether the AQAR was placed before statutory body?   No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

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 In-Charge
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• Phone no./Alternate phone no.	9822828998
• Mobile No:	9326142001
• Registered e-mail	gcasck@rediffmail.com
• Alternate e-mail	iqacgcasck@gmail.com
• Address	Khandola, Marcela
• City/Town	Ponda
• State/UT	Goa
• Pin Code	403107
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• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Grants-in aid
• Name of the Affiliating University	Goa University
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• Phone No.	9822828998

• Alternate phone No.	**9822828998**
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- Name of the statutory body

Name	Date of meeting(s)
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14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	26/04/2023

15.Multidisciplinary / interdisciplinary

Implementation of National Education Policy (NEP) is of the major concerns of the HEI, DHE and the university in the State of Goa. In order to achieve these goals of the National Education Policy (NEP), 2020 at the Higher Education Framework in the State of Goa various step are being taken for Academic Collaboration and cooperation. One such step is the formation of Cluster Institutions for building and developing Multidisciplinary and Holistic Education across various disciplines and also for sharing academic, sports facilities and infrastructure of library, laboratory, studios, gymkhana, playground, classroom, staffroom and human resource.

In order to focus on the implementation of curriculum for NEP 2020 for the academic year 2023-24 Goa university has called upon Principals, IQAC and NAAC coordinators, HOD's and BOS chairpersons of various courses for briefings on NEP Structure and curriculum framework. BOS of various courses and disciplines are requested to frame syllabi in tune with NEP 2020 where a student can graduate in major in Single Major, Double Major, Multidisciplinary or Interdisciplinary programmes.

All the students seeking admission at Semester I, II and III will be Multi disciplinary (MC) courses of 03 credits each at each semester.

16.Academic bank of credits (ABC):

The college has implemented the Academic Bank of Credits(ABC) which is an academic service mechanism as a digital/virtual/online entity established by the University Grants Commission to facilitate students to become its academic accounts holder, for seamless students' mobility between or within degree-granting HEIs through a formal system of credit recognition, credit accumulation, credit transfer and credit redemption to promote distributed and flexible teaching learning.

The Goa University has implemented this service and extended it to all affiliated colleges for each student.

The college has extended this facilty to the students and the same in available through DigiLockers.There was orientation sessions conducted for students to create awareness amongst students. Large number of students have registered and are alreay using this facility. DigiLocker aims at 'Digital Empowerment' by providing access to authentic digital documents to citizen's digital document wallet. DigiLocker is a secure cloud based platform for storage, sharing and verification of documents & certificates.

17.Skill development:

The college believes in all round development of the students and thus engages students to skill, reskill and upskill. The college focuses on assisting students to identify and recognise their skills and channelize their energies towards enhancing and improving them. Several activities have been organised aimed at boosting the skills of individuals.

The college offers opportunities for students to discover their creativity and express their innovative skills during college functions and social gatherings aimed at preserving biodiversity and protecting the environment.

We also believe in preservation of our traditional knowledge and revive certain trades and craftsmen ship that seem to be fast disappearing and possibly getting lost. The college invites craftmens and master resource persons who pass on this knowledge for posterity.

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

As a part of Indian Knowledge system and Extension programme, Konkani being state language it is widely used in acdemics. wherever students are having difficulty in understanding english care is taken to carry out explanation in konkani. The college offers the BA programme in Hindi, Konkani and Marathi which has several courses covering topics on ancient Indian literature like Medieval Indian literature, Konkanicho bhaas ani sahityacho Itihas, History of Marathi Literature, Goan freedom struggle and Marathi Literature, the Physics department offers course in Indian Contribution to Physics. The college also offers a diploma programme in Sanskrit and a Post graduate diploma in Translation

in Hindi language. There is course titled Introduction to Chemistry covering the topics on Ancient Indian Scientists and their contribution. The Political science department also offers a course entitled Indian Political Thinkers Cautilya and MK Gandhi and Politics and economics. The college has e-content has been created through the DISHTAVO programme and the content is available online through the IAIMS portal.

The college promotes the portrayal of Goan culture during the college functions and programmes. There are several acts like Ghumat Aarti, Goan costume day, Goan folk dances etc.

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

The college has initiated the NEP system which integrates the outcome based education(OBE) framework for identifying the strengths and weakness of the teaching-learning process and to take corrective actions if required. OBE is an educational theory that bases each part of an educational system around goals (outcomes). The focus on outcomes creates a clear expectation of what needs to be accomplished by the end of the course. By the end of the educational experience, each student should have achieved the goal. OBE may actually work against its ideals of serving and creating individuals that have achieved many outcomes. There were several workshops conducted to train the faculty members on the OBE. As an outcome of these the faculty members have identified CO's for their courses and the attainment matrix has been calculated.

20.Distance education/online education:

The college has has an IGNOU study center to promote Distance education for students who are unable to complete their degrees and also as a part of extension for the locals. Several programmes and courses, relevant to the times are offered through the distance education programme. Sessions are held on week ends in the college premises especially for courses that have practical components. The study center has over 600 students enrolled for various programmes. Each regional center provides all types of help to IGNOU students enrolled in any program. All the regional centers have coordinators who work with those study centers where IGNOU classes are taught.
First of all, if any student needs help, he or she contacts the study center first, but if the problem cannot be resolved, the student connects with the regional center where all this issue is resolved, which is why the regional center is highly needed in every area.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**519**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**1673**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**732**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**636**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**130**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**156**

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

4.Institution

4.1 Total number of Classrooms and Seminar halls	**30**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**15037698**
4.3 Total number of computers on campus for academic purposes	**194**

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

The college is affiliated to Goa University and functions under affiliating system of higher education. Goa University has introduced the Semester and Choice Based Credit System (CBCS) for UG and PG programmes. The college receives curriculum approved by the respective Board of Studies and Academic Council of Goa University. The Institution ensures effective curriculum delivery through its well-planned academic programmes. The college ensures minimum 90 working days in each semester. Most of the courses taught in the UG and PG programmes are of four credits, each credit comprising of fifteen hours of teaching and learning. All Courses in B.Sc., M.sc., M.A. Geography, B. A. Psychology, Geography B.Voc., Generic Elective and Skill Enhancement Courses have a practical component. The college time table committee ensures that four lecture hours are allotted to each course per week and that each course of four credits gets sixty hours of teaching and learning. On receipt of curriculum, the respective

Heads of all departments of the college hold meetings with the faculty to select and allocate core and elective courses according to specific field of study, proficiency and specelization of the faculty. Each faculty prepares teaching plans for the courses to be taught.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Our college follows Academic Calendar issued by University. Institute formulates schedule for teaching, internal-external exams, semester break and vacations. Timetable committee prepares the time-table as per guidelines of the University. College also prepares its own calendar of events and activities before the commencement of academic session and same is communicated to all. Dates of internal examination are also mentioned in academic calendar. Continuous internal evaluation of students is carried out through class test, home assignment, seminar, group discussion, field projects, industrial visit, visit to educational institution and research organization. College has an internal assessment examination committee to direct the conduct of internal assessment tests. Time tables of ISA are displayed on notice boards, institutional website and through whatsapp groups created for students. Answer papers are evaluated and shown to students. Individual teachers make efforts to explain mistakes of students done in ISA answersheets so that student can improve upon the same during next exam. Marks are shown to the students and their signatures are obtained in the marks seen column in the consolidated mark sheet of the ISA. Apart from written tests, students are also given opportunities to deliver seminars, write assignments, group discussions, projects to broaden their skills.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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	No File Uploaded

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

34

File Description	Documents
Any additional information	No File Uploaded
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)

13

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

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

422

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

422

File Description	Documents
Any additional information	<u>View File</u>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<u>View File</u>

1.3 - Curriculum Enrichment

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

Institution has the various courses in Arts, Science and Commerce streams which include curriculum pertaining to cross cutting issues which is relevant to professional ethics, gender, human values, environment and sustainability into the curriculum. The institution took care to focus on these issues by encouraging the students to take up topics of social issues for their ISA and Projects. Environmental Studies is a compulsory subject for all under graduate first year students, the subject emphasizes Environment and Sustainability issues. Similarly, Cross cutting issues relevant to Gender, Human Values and Professional Ethics are covered in the prescribed syllabi of Goa-University in various subjects in the form of topics, chapters, poems and co curricular activities such as assignments and field work. The institution took care to inculcate values related to environment and sustainability through various practices and programs under

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

20

File Description	Documents
Any additional information	**No File Uploaded**
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

531

File Description	Documents
Any additional information	**No File Uploaded**
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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://www.khandolacollege.edu.in/web/wp-content/uploads/2023/12/Feedback_report.pdf

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

703

File Description	Documents
Any additional information	No File Uploaded
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

591

File Description	Documents
Any additional information	**No File Uploaded**
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

Any class consists of students belonging to the categories of advanced , average and slow learners. Advanced and slow learners can be identified on the basis of performance in ISA and SEE as well as continuous monitoring of all the students in class on the basis of responses, problem solving ability, creativity and innovation in the subject and ability to understand and apply concepts to problem solving.

Support for Slow Learners: can be in the form of Remedial/ tutorial classes, Additional assignments, Extra reading materials:, Special Sessions: Course teacher should also plan Motivational/carrier counselling sessions.

Support for advanced learners: involvement inResearch project, Trainings/ internships, Attending National/International seminar/workshop. The advanced learners should be encouraged tobegin Start-up, encouraged to enrol on Swayam platforms.

Additional Support: Faculty mentors and course faculty should regularly review academic progress and counsel students to improve performance and ensure academic growth. Summer schools catering to academics as well as soft skills should be planned for both the slow and advanced learners

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
1632	**127**

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

The college has adopted a student centric approach to teachingto inculcate the habit of reflection, critical analysis and innovation in our students .Well-planned, and assessed experiential learning programmes have stimulated academic inquiry by promoting interdisciplinary learning, civic engagement, career development, cultural awareness, leadership and other professional and intellectual skills . Most of the core courses offered by various departments of the University have either a regular laboratory or project component as part of the course requirement. Hands-onlaboratory experiments as well as the writing of a project/dissertation are some of the best examples of "learning by doing". Some departments have "study tours" to different places of cultural, historical, agricultural, geological, geographical, zoological, and scientificimportance embedded in their course structures. Students of some departments participate in internship programmes at GMC, District Hospital, industries etc. In addition, students are encouraged to participate in various workshops on Scientific paper writing; Participative learning is encouraged inside the classroom through,Group discussions:, Brainstorming ,Group presentations etc , which provide an opportunity for the students to learn with their peers and encourages team work .

Participation in extracurricular activities such as street play, Skit, essay and debate competitions, are conducted for encouraging participative learning.

File Description	Documents
Upload any additional information	No File Uploaded
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 faculty of the college understand that, in recent times, integration of technology into day-to-day teaching is indispensable; therefore they actively blend traditional teaching methods such as lecturing, with modern student centric methods - wherein ICT tools., virtual classrooms and audio-visual aids are used to facilitate learning.

The college has 30 ICT enabled smart classrooms with smartboards. Through such facilities, teachers are enabled to use power points, show films and like-wise, which enables students to learn through different modes.

ICT is also used in several of these practical components, to keep students up to date regarding using technology (for example, COGLAB in psychology, and digital cartography in geography).

Apart from this, students also undertake project work, where the students are encouraged to use ICT tools for research, to collect, analyse and present data; along with using annotated bibliography and referencing tools, in an effective manner.

Teachers have created digital content for their respective courses and keep updating more research happens in the field. Many of our teachers have also contributed to the DISHTAVO Project of Directorate of Higher Education, have served in the technical team as well as faculty/ resource persons in developing e-content for video modules for undergraduate courses.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

127

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	View File

2.4 - Teacher Profile and Quality

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

127

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	View File

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

36

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

836 yrs 8 months & 8 days

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.

There is a standard and robust mechanism of internal assessment followeeby the examination commitee. On completion of the admission process aninduction and orientation program is conducted for the FY students wherein they are briefed regarding the examination pattern and system inclusive of ISA and SEE. 2 ISA's are conducted per semester and the modes are 1) Objective questions orMCQ's and 2)Group Discussion, Assignments Submission, Field Visit / Field Work and Presentations. The schedule , timetable and seating arrangement is posted on the student groups as well as the college website.An Internal assessment test committee consisting of a coordinator at the Institution level and departmental coordinators conducts the ISA tests as per the schedule. A notification is issued regarding the ISA test guidelines and rules for both students and faculty members. Departmental coordinators monitorthe distribution of answer booklets, question papers as well as keep a check onmalpractices .Evaluated answer books are distributed to the students and grievances are addressed. After each internal test, progress

reports are made available to the parents, which consists of cumulative attendance and mark obtained in the ISA.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

Examinaytions are conducted by fair means and misconducts are reported to the Unfair means committee.Results are declared within 30 days of the examination and the verification notice is posted immediately thereafter alongwith the timeline. Post verification if the student is still unsatisfied then he can apply to examination section for grievance redressal. A meeting is convened by the examination in charge and if the result is in favour of the student then an examiner is nominated for the purpose of reevaluation. The result is then compiled and communicated to the student.

For Grievances related to University examination CEC collects application from student duly signed by Principal and forwards it to university. If grievance is related to revaluation of marks, student is supposed to fill online revaluation form on university website. Student gets Xerox copy of answer sheet of the concerned paper. After studying answer sheets, student can apply for verification and revaluation of answer sheet. The result of revaluation is given by the university within 30 days of the application.

The grievances related to online submission of examination forms and mistakes in hall tickets and mark sheets are resolved promptly by the examination in charge by communicating with the university.

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.

The programme and course outcomes for each discipline have been meticulously framed keeping in mind the college policy of student centric learning.

The information regarding the same has been uploaded on the college website. The students are appraised of theprogramme and course outcomes at the time of admission.

The syllabi is also framed with the aim to fullfill theprogramme and course outcomes .

The programme and course outcomes facilitate the students to be employable, evolve as responsible citizens and contribute to their own wellbeing and the wellbeing of society as a whole.

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.

Attainment of PSOs and POs starts with framing appropriate POs and PSOs, based on the Vision & Mission statements of the college, the student centric policy of the college and the respective programmes offered. Programme specific outcomes include a wider perspective that a student displays at the end of the specific programme like B.A, B.Sc. , B.Com and B.Voc. Programme Outcomes are designed by refering to the action verbs of learning levels of Bloom's taxonomy and are approved by in the Boards of studies and Academic Council meetings . Course assessment methods adopted by the respective departments focus on achievement of learning objectives listed in the form of Course Outcomes.The attainment of programme and course outcomes is in progress and will be completed in the near future as the current batch of students complete their academics. This process will be followed by evaluation of the same by the institution.

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

466

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

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-22-23/

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)

61.234

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

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

7

File Description	Documents
List of research projects and funding details (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	<u>View File</u>
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

42

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

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

1

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

4

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

The NSS Unit of the college has conducted:

- **Deworming day on 27th February, 2023 in association with the Primary Health Centre, Betki and administered Albendezole (tablets) to all adolescents which were provided by PHC, Betki to our college.**
- **Guest Lecture on 'Road Safety' on 9th March, 2023 to raise awareness about road safety.**
- **A day long Disaster management training in collaboration with Mamlatdar of Ponda Taluka and NDRF on 27th October 2022.**
- **cleanliness drive around the campus on 2nd October 2022 to celebrated Gandhi Jayanti and Pandit Lal Bahadur Shastri**

Jayanti
- holding a poster competition on the topic "Intergenerational Solidarity: Creating a world for all ages" to celebrate International Youth Day on 16th August 2022.

E3 Coy NCC Cadets and college staff participated in GOA UNIVERSITY MARATHON 2022.

The department of Marathi organized a talk entitled "Pori jatra japun" in association with Manasa creations to celebrate International Women's Week on 9th March 2023.

The Department of Commerce organized an interactive session on "Life Insurance and Career Opportunities in life Insurance Business: on 22nd September.

The Department of Commerce organized a talk on commercial horticulture and livelihood opportunities for the villagers of Khandola on 12th August 2022

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

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

4

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
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

19

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

168

File Description	Documents
Report of the event	View File
Any additional information	View File
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

11

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

11

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 Infrastructure and Physical Facilities in the college:

1. Area of the college: 12,625 square meters.

2. Academic Blocks: Arts and Commerce Blocks, Science Block, Multipurpose Hall, Library, Seminar Hall and Amphitheatre

3. No. of classrooms: 30

4. Examination Centre

5. Noticeboards

6. Cyclostyling and Xerox Machines

7. Smartboards and Projectors

8. Seating capacity of the classrooms for Honors Courses: 30 students

9. Seating capacity of the classrooms for General Courses: 60 students.

10. Physic Studio

11. Telescope

12. Electric Podium

13. Visualizers

14. Gymnasium

15. Wheelchair Ramps

16. CCTVS

17. Power Generators

18. Solar Panels

19. Two-Wheeler and Four-Wheeler Parking Lots

20. E-Waste Facility

21. Water Purifiers

22. Barbed Wire Compound

23. Counselling Rooms

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

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

The College has following facilities:

1. Multi-purpose Hall

2. Amphitheatre

3. Sports Ground (Indoor and Outdoor)

4. Gymnasium

5. Yoga Centre

6. Open Space for Street Plays

7. Updation of cultural programmes on College Website

8. Marks for Participation Cultural Activities

9. Marks for Participation in Sports Activities

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.

26

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

27

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)	<u>View File</u>

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)

54.56

File Description	Documents
Upload any additional information	<u>View File</u>
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	<u>View File</u>

4.2 - Library as a Learning Resource

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

Library Services

1. **KOHA -Integrated Library Management Software**
2. **Web OPAC**
3. **Union Catalogue of Goa State college libraries.**
4. **Online footfall count system.**
5. **N-List access to more than 1,99,500 books, 6000 e-journals.**
6. **National Digital Library of India (NDLI) (access to 60,000 eBooks and 91,795884 e-resources).**
7. **Reprographic service,**
8. **Reference service,**
9. **Library orientation for fresh users**
10. **Online check-in/check-out system**
11. **Bar-coded Library Collection,**

12. **Bar-coded identity Cards,**
13. **Awareness Services**
14. **Research Centre**
15. **New arrivals and so on.**

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	**Nil**

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	View File
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)

1139140.00

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)	View File

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

1837

File Description	Documents
Any additional information	**No File Uploaded**
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 college has 26 classrooms attached with the smartboardsand 24 classrooms are enhanced with the projectors. There are 20 LED projectors. There are 3 digital podiums including the digital podium in the seminar hall. There is one virtual classroom with digital podium. Seminar Hall is equipped with projector, smartboard camera, mic facility and the facility to broadcast the guest lectures live on college's YouTube channel. The live broadcasting helps the college in its outreach activities and connects the college to the larger public audience.

The computers are made available in the various laboratories. The language lab has 20 computers. The Commerce and Economics lab is provided with 20 computers. The B. Voc. Department has 15 computers. Two Computer Science labs are provided with 24 computers. Physics and Chemistry labs have 6 and 6 computers respectively. The library has barcode scanner and provides open access to the journals and library catalogue. Students and faculties can use the library computers to browse the call numbers of the books available. It has online check-in /check-out system. Library has updated its software from NewGenLib to the KOHA Integrated library management software and provide access to National Library and Information Services (N-List).

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

196

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

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)

24.07

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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 Established Systems and Procedures for mainatainance and utilization of physical, academic and support facilities:

1. Infrastructure and Learning Resources Committee

2. Transparent Tendering Process

3. Reports on equipments for departmental use such as instruments in laboratories, computers, softwares.

4. Librarian and Library Attendant for keeping Library Records including online and offline reference materials as well as infrastructure of the library.

5. Maintainance of Dead Stock

6. Timely Updation of College Website through Computer Science Department.

7. Apppountment of Vigilance Officer

8. Appointment of Public Information Officer

9. Best Practices for Students, Teaching and Non-teaching Staff.

10. Use of CCTV in the campus

11. Appointment of Security Guards through Goa Human Resource Development Corporation(GHRDC).

12. Awareness regarding Property Management

13. Annual Property Audit

14. Store Rooms for Sports Equipments

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.khandolacollege.edu.in/our-mission-vision/

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

436

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)	<u>View File</u>

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

50

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)	<u>View File</u>

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

1209

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

1209

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

625

File Description	Documents
Self-attested list of students placed	[View File](#)
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

230

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	[View File](#)

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

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.

09

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 university/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

30

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)	View File

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.

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

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

File Description	Documents
Upload any additional information	[View File](#)

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

The institution entails its vision, "Centre for Excellence", in all academic endeavours aligned with its mission,'" To impart advanced knowledge, professional skills, social values for excellence in academics, co-curricular & research; to nurture competence for all round development, employability, and synergise towards nation building "The democratic approach by authorities in routine functioning by strategising provisions to ensures equal participation opportunities byteachers, students and stakeholders.Faculties of institute attain numerous accomplishments. Mostfaculties have doctoral degrees, while two faculty members also have a post-doctoral degree. The institute encourages it's teachers to undertake research, academic and co-curricular activities.Faculties are given various benefits in the form of sabbatical leaves; study leaves and need based Child Care leaves.The students' council, sports and other committees extensively promote art, culture, research for individual as well as community development.Research atmosphere is instilled among the students by faculty members, who themselves are engaged in research, and the cluster research cells.NCC wingtrainingstudents to acuire ranks. Constructive Inputsby PTA and Alumniare incorporated.CSR fundsrecievedcompanies like Syngenta, SES-Vedanta, Goa Shipyard is utilisedto develop laboratories.Institute commitsto provide the staff and studentsmaximum opportunities to excel,help society & nation to grow.

File Description	Documents
Paste link for additional information	Nil
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 decentralised system headed by Principal, 3 Vice Principals (Administration, Academic and Post graduate Departments).

The institution functions in a decentralised manner by delegating powers to vice principals, HOD's and Chairpersons and members of committees for academic purposes. Head clerk and Accountantare delegated with the powers to manage smooth functioning of administration. Principal functions asHead of decentralised system.Director of Higher Education, Government of Goa is a member of Internal Quality Assurance Celland monitors college activities from its office and through 3 Vice Principals.Principal delegatespowers to HOD's of all faculties to shoulder responsibilities of department whoconducts monthly meetingsto plan activities and redressgrievances if any.College constitutes various committessuch as student's council, NSS, NCC, Nature Club, Yoga Club, Innovation cell, Village adoption cell,Students Council, NCC, NSS, IIC, Sports Council have student representatives as members for performing different roles to conduct extracurricular activities,extension services for the community. Recommendations made by all stakeholders at various meetingsare incorporated in action plan ofCollege.College practices the principle of decentralisation and participative 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: The directorate of higher education appointed new faculty members and additional administrative staff. 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 college adopted the Outcome Based Education framework for elauting the effectivenes of the teaching-learning. The Coures outcomes, and programme outcomes were streamlined and the attainmnet matrix was compiled.

Examination ans Evaluation: Continuous assessment was carried out through ISA's in various forms written, oral, PPT, posters etc. Semester end examinations were conducted in physical mode.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

f)Promotions: Timely promotions and career advancements are granted to teaching and non-teaching by DHE.

g)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.

h)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	**Nil**
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	<u>View File</u>
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<u>View File</u>

6.3 - Faculty Empowerment Strategies

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

1.Children Education Allowance, Leave Travel Concession, and Medical Reimbursement

2.Childcare Leave (730 days), Study Leave / FIP leave (2 years), Sabbatical Leave (2 years) Earned Leave (8 days per year for teaching staff and 30 days per year for non-teaching staff), Half-Pay Leave (20 days per year, commutable to full-pay leave on medical grounds)

- **Duty leave and reimburses registration fees for all kinds of FDP's**
- **Wi-Fi Campus/Free Internet Access.**
- **Separate seating arrangements in the Canteen.**
- **Advance salary whenever deemed necessary.**
- **Laptops/ Deskstop PC's with printers for departments to engage in day to day administrative activities.**
- **Upgraded work space/stations with private seating/storage/recharging points**
- **Leave Travel Concession facility as per the Government rules.**
- **Medical reimbursements as per Government rules**
- **Health Check-up Camps have been organized for the entire staff.**
- **Felicitation of faculty members who acquire the PhD degree, published papers, contribution to academic excellence is held on national days like Independence Day and Republic Day.**
- **College felicitates retiring employees on their last day at work with a formal farewell function and small token of appreciation.**

- **The Staff Welfare Cell celebrates organizes staff gatherings, picnics and field trips.**

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

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

17

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)	<u>View File</u>

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

02

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	<u>View File</u>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<u>View File</u>

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

37

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	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	<u>View File</u>

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

A) Teaching staff:

Performance Appraisal of teachers is carried as per statutory guidelines of Goa University.

A screening/selection committee is appointed as per statutory requirements to evaluate and verify the details provided by the staff as and when the staff is due for career advancement.

The Academic Performance Indicator (API) based self-appraisal form is used to capture information on multiple activities carried out by the staff; every staff member has to compile the format and submit the same at the end of every year with necessary documentary evidence.

Feedback from students is obtained, and accordingly, if there are adverse suggestions by students theteacher is informed.

B) Non-teaching staff:

Performance appraisal for non-teaching staff of the institution is done every year. Different formats as prescribed by the DHE are used for each staff member depending upon the designation.

The performance appraisal reports are made use of at the time when promotions are due or upgrade options are available. Efforts are made to improve the capabilities and performance of the non-teaching staff through periodic trainings and Staff Development Programmes.

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

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

Internal Audit:The Internal financial audit of college accounts is conductedby Directorate of Higher Education every year. All financial transactions related to FDP's workshop, seminar etc are conducted through office.Projected expenditure of all major departments is obtained,programme-wise budget is prepared and approved by College Committes or by department. A separate scheme-wise audit is conducted of the funds received from different funding agencies like RUSA, UGC, DST CSR etc. and utilization certificates are submitted from time to time as per the

requirement of the funding agencies. 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. Income tax is deducted at source as per IT law. The College fee receipts are credited to the Government treasury.The College effectively mobilizes donations byPTA, Alumni Association.

External Audit: Indian Audit and Accounts Dept, (Seniour Audit officer, Accountant General) Audit Bhavan – Alto Porvorim during 2018-19 for the periob 1/2/2017 to 30/4/2018.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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)

15,86,218

File Description	Documents
Annual statements of accounts	[View File](#)
Any additional information	[View File](#)
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. 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
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 Director of the IQAC cell works in close coordination with the head of the institution, teaching and the non-teaching staff to make sure the college maintains and improves it's quality. The students are at the heart of this process, and thus the IQAC director ensures that programs, workshops, lecture series are organised such that the students and the community at large gets benefitted. The teachers of various departments are required to formulate a permission letter if they choose to float any activity. Seeing the feasibility of this activity the IQAD director decides if the activity will add value to the student's progress. Accordingly, the activity is implemented, such that the holistic development of students becomes the end goal of the process. The director of the IQAD also makes sure that regular programs in the form of lectures etc. are organised for the teaching and non-teaching staff so that they stay updated to the ever changing demands of the environment. Faculty are encouraged to participate in Faculty Development Programs and the same are organised within the college, to ensure all round growth.

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

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

The institute ensures that the teaching learning process happens in an up to date fashion and the methodologies used are in sync with the current times. The institute also has a full fledged mentoring system where mentors are the teachers (regular and contract) who have been designated maximum 15 mentees(students) under them. the mentors meet the mentees on a regular basis and offer guidance and support when needed. The institute also has a strong remedial system, where tecahers from all departments take regular remedial sessions for the students who may be slow learners or have been absent due to sickeness. This helps such students catch up with missed portion and achieve their potentials. The institute also has academic audits on a yearly basis, where experts in the filed act as auditors and go through departmental files to see if the departments are upto date in imparticng knowldge to the students, both experential and practical as well.

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

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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	[View File](#)
Upload any additional information	[View File](#)
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

Our college enrolls a large number of women students and strives for their successful upliftment and empowerment. Through promotion of gender equity and condemnation of gender discrimination, this institution ensures a safe, peaceful, prosperous and sustainable environment for all its employees and girl students.As a co-educational institution, the College upholds the value of gender equity.

Sr. No

Activity

Participants

Organized by

Action Plan

Tentative date

   1.

Talk on "Gender Awareness and Sensitivity"

Faculty and Students

Department of Political Science

To sensitize on gender related issues

March 2023

1.

Talk on "Street Harassment: Gender Based Violence"

Faculty and Students

Department of Psychology

To highlight and discuss the issue of Street Harassment of Females

March 2023

1.

Talk on "DigitAll: Innovation and Technology for Gender Equality"

Faculty and Students

Gender Equity Cell

To promote the use of technology for gender equality

March 2023

1.

Elocution competition on the occasion of International Women's Day

Students

Department of Political Science

To sensitize students various on gender related issues

March 2023

1.

Poster competition on the occasion of International Women's Day

Students

Department of Political Science

Promoting creativity and learning

March 2023

1.

Talk on "Pori Jara Japun"

Faculty and Students

Department of Marathi

Highlighting women safety related matters

March 2023

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   **A. 4 or All 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

As an institution committed to environmental sustainability and cleanliness, the College adopts measures to ensure appropriate waste management and maintain quality standards in disposal and reuse.

1. Solid waste management-The housekeeping supervisor ensures that the waste in each floor is collected at designated time interval of the waste generated by all sorts of routine activities that includes paper, plastics, glass, metals, foods, etc. Separate dustbins are provided in the campus for dry waste and wet waste segregation in every classroom, corridors, canteen and around the campus.The dry waste is collected by the panchayat once in 15 days. The degradable waste is used by the students for composting.

2. Liquid waste management -Chemical waste utilised for educational experimentation by the department of chemistry is neutralised and discharged in the drain.

3. Hazardous chemicals and radioactive waste management -The college laboratories are well-designed with proper ventilations, exhaust fans and fume hoods. No radioactive substance is used in the laboratories.

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	View File

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	No File Uploaded
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:

A. Any 4 or All of the above

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

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
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

C. Any 2 of the above

5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of reading material, screen   reading

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
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	[View File](#)

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).

.The College is dedicated towards nurturing students with good moral and social values aiming to make them responsible citizens of the country. The College also conducts various cultural activities that promote inclusivity and cultural harmony:

- Hindi, Konkani and marathi departments conduct talks, quizzes, short story writing, essay writing and debate competitions to promote Indian languages.Celebration of Linguistic events like: Hindi saptah and Marathi Bhasha divas
- Webinar -cum- workshop "Writing about childhood" and webinar on Strategies to resolve communication barriers.
- Guest lectures on Bhartiya Sahitya.
- Conduction of Sanskrit Classes.
- Rangoli competition on the theme colors of life
- Traditional day celebration and Folk dance competition during "Jubilations" -college fun week.
- Ghumat Arti competition.
- Yoga sessions, rallies, workshops etc. on International Yoga Day.
- National days celebration- Republic day, Independence day, Gandhi Jayanti,World Environment Day celebration,World no tobacco day,International Women's Day Celebration,National Science Day,National Girl Child Day,Goa Liberation Day and Azadi Ka Amrit Mahotsav,World Poetry day.
- Our staff regularly help Election Commission of India and

State Election Commission for conduct of public elections.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
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

The students and employees of the institute through various programs are sensitized to value the core principles of the Constitution of India.The College also conducts various cultural activities that promote inclusivity and cultural harmony:

- **National commemoration Days:Independence day, Goa Liberation day, Republic day, Teachers day, National voters day, National Deworming day, Human rights day, Constitution week, Kargil Diwas, Goa Revolution day, Rashtriya Ekta Diwas, Constitution day of India, National Wildlife Week, Flag day, Vigilance Awareness Week, National Unity day, Human Rights day, National Science day, National Mathematics day, Sadbhavana Diwas.**
- **International commemoration Days:International Youth day, International Yoga day, International biodiversity day, World Environment day, World day against child labor, World blood donor day, World population day, International Tigers day, World Nature conservation day, International day against Drug Abuse and illicit trafficking, International plastic free day, Worlds Aids day, World students day, World ozone day, World Poetry day, World no tobacco day.**
- **Birth/death anniversary of great personalities:Mahatma Gandhi, Lal Bahadur Shastri, Dr. S.R. Ranganathan, Shenoi Goembab, Sridhar Khanolkar, Premchand, Tulsidas, Dr. Bhimrao Ramji Ambedkar, Sardar Vallabhbhai Patel and Swami Vivekananda.**
- **The college NCC unit participates in March Pasts squad of Goa Battalion, Goa Liberation Day parade and Republic day parade at Campal Panaji, Goa.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
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	**No File Uploaded**
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 college has a rich tradition of celebrating national and international commemorative days, cultural and national festivals including the birth/death anniversary of great personalities. The staff and students of the college together unite together to celebrate these occasions by participating in flag-hoisting, various talks, competitions, cleanliness drives, street plays, rallies etc.

- **National commemoration Days:Independence day, Goa Liberation day, Republic day, Teachers day, National voters day,**

- National Deworming day, Human rights day, Constitution week, Kargil Diwas, Goa Revolution day, Rashtriya Ekta Diwas, Constitution day of India, National Wildlife Week, Flag day, Vigilance Awareness Week, National Unity day, Human Rights day, National Science day, National Mathematics day, Sadbhavana Diwas.
  - International commemoration Days:International Youth day, International Yoga day, International biodiversity day, World Environment day, World day against child labor, World blood donor day, World population day, International Tigers day, World Nature conservation day, International day against Drug Abuse and illicit trafficking, International plastic free day, Worlds Aids day, World students day, World ozone day, World Poetry day, World no tobacco day.
  - Birth/death anniversary of great personalities:Mahatma Gandhi, Premchand, Tulsidas, Dr. Bhimrao Ramji Ambedkar, Sardar Vallabhbhai Patel and Swami Vivekananda.

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	No File Uploaded
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 1- Promotion of Indian languages

Objective - To protect and promote Indian languages to develop aesthetic sensibilities in students towards our culture

Context - The institution has taken efforts to preserve and promote our Indian languages and culture in its various forms with new vigor. The Practice - In this initiative, Sanskrit department has started a certificate course with necessary permission by RSS, New Delhi. Konkani Department organises talks on various topics along with several certificate courses. Marathi department organises Sane Guruji Kathamala on various topics for students. Department of Hindi celebrates Tulsi Jayanti, Premchand Jayanti

and Hindi Saptah etc. Evidence of Success -Students of UG department of all languages have participated in different competitions and have won the prizes for our college.

Problems encountered- Limited financial resources pose challenge.

Best Practice 2- Resource Generation for Institute and Students Development through CSR funding

Objectives: To create a pool of resource generation for infrastructure, academic development and students' personality development.

The Context: Through this initiative, a strong linkage between Academia-Industry, non-government organisation, and philanthropies would be formed and strengthened.

The Practice- To reduce the burden on the government expenditure to some extent by obtaining funds for development/infrastructure projects from Industries, private parties and other organisations.

Evidence of Success- Organisations like Goa-Syngenta Bioscience Pvt. Ltd, Toshvin Analytical Pvt. Ltd.,Goa Shipyard Pvt. Ltd. etc have funded purchase of instruments & lab infrastraucture in cash /kind.

Problems Encountered -Teachers need to spend additional time than their working hours.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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 in its three decades of existence is positioned on the periphery of a small town and is endowed with natural beauty, serenity and tranquility catering to the needs of students from the nearby village. It has played a pivotal role in providing educational opportunities from undergraduate, post graduate and

the doctoral studies in the surrounding rural areas.Our College offers Vocational education to equip students for industrial or commercial occupations which helps the students to learn the skills they need to enter the workforce and provide them with an opportunity to explore different careers.

One reason for the good academic performance of the students is the special interest taken care off, by the faculty members in mentoring them through remedial coaching.Apart from academic excellence, the college also pays sincere attention to the physical, moral and cultural development of students. Our college offers SBSI internship to our students to engage them in achieving the vision of a CLEAN, GREEN and HYGIENIC INDIA.The course aims to develop and enhance the leadership and management skills of the youth by empowering them for Waste Management, Sanitation and Hygiene.

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

The college is affiliated to Goa University and functions under affiliating system of higher education. Goa University has introduced the Semester and Choice Based Credit System (CBCS) for UG and PG programmes. The college receives curriculum approved by the respective Board of Studies and Academic Council of Goa University. The Institution ensures effective curriculum delivery through its well-planned academic programmes. The college ensures minimum 90 working days in each semester. Most of the courses taught in the UG and PG programmes are of four credits, each credit comprising of fifteen hours of teaching and learning. All Courses in B.Sc., M.sc., M.A. Geography, B. A. Psychology, Geography B.Voc., Generic Elective and Skill Enhancement Courses have a practical component. The college time table committee ensures that four lecture hours are allotted to each course per week and that each course of four credits gets sixty hours of teaching and learning. On receipt of curriculum, the respective Heads of all departments of the college hold meetings with the faculty to select and allocate core and elective courses according to specific field of study, proficiency and specelization of the faculty. Each faculty prepares teaching plans for the courses to be taught.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

Our college follows Academic Calendar issued by University. Institute formulates schedule for teaching, internal-external exams, semester break and vacations. Timetable committee

prepares the time-table as per guidelines of the University. College also prepares its own calendar of events and activities before the commencement of academic session and same is communicated to all. Dates of internal examination are also mentioned in academic calendar. Continuous internal evaluation of students is carried out through class test, home assignment, seminar, group discussion, field projects, industrial visit, visit to educational institution and research organization. College has an internal assessment examination committee to direct the conduct of internal assessment tests. Time tables of ISA are displayed on notice boards, institutional website and through whatsapp groups created for students. Answer papers are evaluated and shown to students. Individual teachers make efforts to explain mistakes of students done in ISA answersheets so that student can improve upon the same during next exam. Marks are shown to the students and their signatures are obtained in the marks seen column in the consolidated mark sheet of the ISA. Apart from written tests, students are also given opportunities to deliver seminars, write assignments, group discussions, projects to broaden their skills.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	Nil

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	**No File Uploaded**

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

34

File Description	Documents
Any additional information	**No File Uploaded**
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)

13

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

422

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

422

File Description	Documents
Any additional information	View File
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

Institution has the various courses in Arts, Science and Commerce streams which include curriculum pertaining to cross cutting issues which is relevant to professional ethics, gender, human values, environment and sustainability into the curriculum. The institution took care to focus on these issues by encouraging the students to take up topics of social issues for their ISA and Projects. Environmental Studies is a compulsory subject for all under graduate first year students, the subject emphasizes Environment and Sustainability issues. Similarly, Cross cutting issues relevant to Gender, Human Values and Professional Ethics are covered in the prescribed syllabi of Goa-University in various subjects in the form of topics, chapters, poems and co curricular activities such as assignments and field work. The institution took care to inculcate values related to environment and sustainability through various practices and programs under

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

20

File Description	Documents
Any additional information	**No File Uploaded**
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

531

File Description	Documents
Any additional information	**No File Uploaded**
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	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	[View File](#)
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	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.khandolacollege.edu.in/web/wp-content/uploads/2023/12/Feedback_report.pdf

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

703

File Description	Documents
Any additional information	**No File Uploaded**
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

591

File Description	Documents
Any additional information	**No File Uploaded**
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

Any class consists of students belonging to the categories of advanced , average and slow learners. Advanced and slow learners can be identified on the basis of performance in ISA and SEE as well as continuous monitoring of all the students in class on the basis of responses, problem solving ability, creativity and innovation in the subject and ability to understand and apply concepts to problem solving.

Support for Slow Learners: can be in the form of Remedial/ tutorial classes, Additional assignments, Extra reading materials:, Special Sessions: Course teacher should also plan Motivational/carrier counselling sessions.

Support for advanced learners: involvement inResearch project, Trainings/ internships, Attending National/International seminar/workshop. The advanced learners should be encouraged tobegin Start-up, encouraged to enrol on Swayam platforms.

Additional Support: Faculty mentors and course faculty should regularly review academic progress and counsel students to improve performance and ensure academic growth. Summer schools catering to academics as well as soft skills should be planned for both the slow and advanced learners

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
1632	127

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

The college has adopted a student centric approach to teachingto inculcate the habit of reflection, critical analysis and innovation in our students .Well-planned, and assessed experiential learning programmes have stimulated academic inquiry by promoting interdisciplinary learning, civic engagement, career development, cultural awareness, leadership and other professional and intellectual skills . Most of the core courses offered by various departments of the University have either a regular laboratory or project component as part of the course requirement. Hands-onlaboratory experiments as well as the writing of a project/dissertation are some of the best examples of "learning by doing". Some departments have "study tours" to different places of cultural, historical, agricultural, geological, geographical, zoological, and scientificimportance embedded in their course structures. Students of some departments participate in internship programmes at GMC, District Hospital, industries etc. In addition, students are encouraged to participate in various workshops on Scientific paper writing; Participative learning is encouraged inside the classroom through,Group discussions:, Brainstorming ,Group presentations etc , which provide an opportunity for the students to learn with their peers and encourages team work .

Participation in extracurricular activities such as street play, Skit, essay and debate competitions, are conducted for encouraging participative learning.

File Description	Documents
Upload any additional information	No File Uploaded
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 faculty of the college understand that, in recent times, integration of technology into day-to-day teaching is indispensable; therefore they actively blend traditional teaching methods such as lecturing, with modern student centric methods - wherein ICT tools., virtual classrooms and audio-visual aids are used to facilitate learning.

The college has 30 ICT enabled smart classrooms with smartboards. Through such facilities, teachers are enabled to use power points, show films and like-wise, which enables students to learn through different modes.

ICT is also used in several of these practical components, to keep students up to date regarding using technology (for example, COGLAB in psychology, and digital cartography in geography).

Apart from this, students also undertake project work, where the students are encouraged to use ICT tools for research, to collect, analyse and present data; along with using annotated bibliography and referencing tools, in an effective manner.

Teachers have created digital content for their respective courses and keep updating more research happens in the field. Many of our teachers have also contributed to the DISHTAVO Project of Directorate of Higher Education, have served in the technical team as well as faculty/ resource persons in developing e-content for video modules for undergraduate courses.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

127

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	View File

2.4 - Teacher Profile and Quality

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

127

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	View File

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

36

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

836 yrs 8 months & 8 days

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.

There is a standard and robust mechanism of internal assessment followeeby the examination commitee. On completion of the admission process aninduction and orientation program is conducted for the FY students wherein they are briefed regarding the examination pattern and system inclusive of ISA and SEE. 2 ISA's are conducted per semester and the modes are 1) Objective questions orMCQ's and 2)Group Discussion, Assignments Submission, Field Visit / Field Work and Presentations. The schedule , timetable and seating arrangement is posted on the student groups as well as the college website.An Internal assessment test committee consisting of a coordinator at the Institution level and departmental coordinators conducts the ISA tests as per the schedule. A notification is issued regarding the ISA test guidelines and rules for both students and faculty members. Departmental coordinators monitorthe distribution of answer booklets, question papers as well as keep a check onmalpractices .Evaluated answer books are distributed to the students and grievances are addressed. After each internal test, progress reports are made available to the parents, which consists of cumulative attendance and mark obtained in the ISA.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

Examinaytions are conducted by fair means and misconducts are reported to the Unfair means committee.Results are declared within 30 days of the examination and the verification notice is posted immediately thereafter alongwith the timeline. Post verification if the student is still unsatisfied then he can apply to examination section for grievance redressal. A meeting is convened by the examination in charge and if the result is in favour of the student then an examiner is nominated for the purpose of reevaluation. The result is then compiled and communicated to the student.

For Grievances related to University examination CEC collects application from student duly signed by Principal and forwards it to university. If grievance is related to revaluation of marks, student is supposed to fill online revaluation form on university website. Student gets Xerox copy of answer sheet of the concerned paper. After studying answer sheets, student can apply for verification and revaluation of answer sheet. The result of revaluation is given by the university within 30 days of the application.

The grievances related to online submission of examination forms and mistakes in hall tickets and mark sheets are resolved promptly by the examination in charge by communicating with the university.

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.

The programme and course outcomes for each discipline have been meticulously framed keeping in mind the college policy of student centric learning.

The information regarding the same has been uploaded on the college website. The students are appraised of theprogramme and course outcomes at the time of admission.

The syllabi is also framed with the aim to fullfill

theprogramme and course outcomes .

The programme and course outcomes facilitate the students to be employable, evolve as responsible citizens and contribute to their own wellbeing and the wellbeing of society as a whole.

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.

Attainment of PSOs and POs starts with framing appropriate POs and PSOs, based on the Vision & Mission statements of the college, the student centric policy of the college and the respective programmes offered. Programme specific outcomes include a wider perspective that a student displays at the end of the specific programme like B.A, B.Sc. , B.Com and B.Voc. Programme Outcomes are designed by refering to the action verbs of learning levels of Bloom's taxonomy and are approved by in the Boards of studies and Academic Council meetings . Course assessment methods adopted by the respective departments focus on achievement of learning objectives listed in the form of Course Outcomes.The attainment of programme and course outcomes is in progress and will be completed in the near future as the current batch of students complete their academics. This process will be followed by evaluation of the same by the institution.

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

466

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	No File Uploaded
Paste link for the annual report	Nil

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-22-23/

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)

61.234

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

7

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

42

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

1

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

4

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

The NSS Unit of the college has conducted:

- Deworming day on 27th February, 2023 in association with the Primary Health Centre, Betki and administered Albendezole (tablets) to all adolescents which were provided by PHC, Betki to our college.
- Guest Lecture on 'Road Safety' on 9th March, 2023 to raise awareness about road safety.
- A day long Disaster management training in collaboration with Mamlatdar of Ponda Taluka and NDRF on 27th October 2022.
- cleanliness drive around the campus on 2nd October 2022 to celebrated Gandhi Jayanti and Pandit Lal Bahadur Shastri Jayanti
- holding a poster competition on the topic "Intergenerational Solidarity: Creating a world for all ages" to celebrate International Youth Day on 16th August 2022.

E3 Coy NCC Cadets and college staff participated in GOA UNIVERSITY MARATHON 2022.

The department of Marathi organized a talk entitled "Pori jatra japun" in association with Manasa creations to celebrate International Women's Week on 9th March 2023.

The Department of Commerce organized an interactive session on

"Life Insurance and Career Opportunities in life Insurance Business: on 22nd September.

The Department of Commerce organized a talk on commercial horticulture and livelihood opportunities for the villagers of Khandola on 12th August 2022

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

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

4

File Description	Documents
Any additional information	<u>View File</u>
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

19

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

168

File Description	Documents
Report of the event	View File
Any additional information	View File
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

11

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

`11`

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 Infrastructure and Physical Facilities in the college:

1. Area of the college: 12,625 square meters.

2. Academic Blocks: Arts and Commerce Blocks, Science Block,
Multipurpose Hall, Library, Seminar Hall and Amphitheatre

3. No. of classrooms: 30

4. Examination Centre

5. Noticeboards

6. Cyclostyling and Xerox Machines

7. Smartboards and Projectors

8. Seating capacity of the classrooms for Honors Courses: 30
students

9. Seating capacity of the classrooms for General Courses: 60
students.

10. Physic Studio
```

11. Telescope

12. Electric Podium

13. Visualizers

14. Gymnasium

15. Wheelchair Ramps

16. CCTVS

17. Power Generators

18. Solar Panels

19. Two-Wheeler and Four-Wheeler Parking Lots

20. E-Waste Facility

21. Water Purifiers

22. Barbed Wire Compound

23. Counselling Rooms

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

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

The College has following facilities:

1. Multi-purpose Hall

2. Amphitheatre

3. Sports Ground (Indoor and Outdoor)

4. Gymnasium

5. Yoga Centre

6. Open Space for Street Plays

7. Updation of cultural programmes on College Website

8. Marks for Participation Cultural Activities

9. Marks for Participation in Sports Activities

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.

26

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

27

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)

54.56

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
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)

Library Services

1. KOHA -Integrated Library Management Software
2. Web OPAC
3. Union Catalogue of Goa State college libraries.
4. Online footfall count system.
5. N-List access to more than 1,99,500 books, 6000 e-journals.
6. National Digital Library of India (NDLI) (access to 60,000 eBooks and 91,795884 e-resources).
7. Reprographic service,
8. Reference service,
9. Library orientation for fresh users
10. Online check-in/check-out system
11. Bar-coded Library Collection,
12. Bar-coded identity Cards,
13. Awareness Services
14. Research Centre
15. New arrivals and so on.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

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

resources

File Description	Documents
Upload any additional information	View File
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)

1139140.00

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)	View File

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

1837

File Description	Documents
Any additional information	**No File Uploaded**
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 college has 26 classrooms attached with the smartboardsand 24 classrooms are enhanced with the projectors. There are 20 LED projectors. There are 3 digital podiums including the

digital podium in the seminar hall. There is one virtual classroom with digital podium. Seminar Hall is equipped with projector, smartboard camera, mic facility and the facility to broadcast the guest lectures live on college's YouTube channel. The live broadcasting helps the college in its outreach activities and connects the college to the larger public audience.

The computers are made available in the various laboratories. The language lab has 20 computers. The Commerce and Economics lab is provided with 20 computers. The B. Voc. Department has 15 computers. Two Computer Science labs are provided with 24 computers. Physics and Chemistry labs have 6 and 6 computers respectively. The library has barcode scanner and provides open access to the journals and library catalogue. Students and faculties can use the library computers to browse the call numbers of the books available. It has online check-in /check-out system. Library has updated its software from NewGenLib to the KOHA Integrated library management software and provide access to National Library and Information Services (N-List).

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

4.3.2 - Number of Computers

196

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	<u>View File</u>

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)

24.07

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

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 Established Systems and Procedures for mainatainance and utilization of physical, academic and support facilities:

1. Infrastructure and Learning Resources Committee

2. Transparent Tendering Process

3. Reports on equipments for departmental use such as instruments in laboratories, computers, softwares.

4. Librarian and Library Attendant for keeping Library Records including online and offline reference materials as well as infrastructure of the library.

5. Maintainance of Dead Stock

6. Timely Updation of College Website through Computer Science Department.

7. Apppountment of Vigilance Officer

8. Appointment of Public Information Officer

9. Best Practices for Students, Teaching and Non-teaching Staff.

10. Use of CCTV in the campus

11. Appointment of Security Guards through Goa Human Resource Development Corporation(GHRDC).

12. Awareness regarding Property Management

13. Annual Property Audit

14. Store Rooms for Sports Equipments

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.khandolacollege.edu.in/our-mission-vision/

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

436

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

50

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

1209

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

1209

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)	<u>View File</u>

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

`625`

File Description	Documents
Self-attested list of students placed	View File
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

`230`

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	View File

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

`1`

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.

09

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 university/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

30

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)	View File

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.

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

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

File Description	Documents
Upload any additional information	View File

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

The institution entails its vision, "Centre for Excellence", in

all academic endeavours aligned with its mission,'" To impart advanced knowledge, professional skills, social values for excellence in academics, co-curricular & research; to nurture competence for all round development, employability, and synergise towards nation building "The democratic approach by authorities in routine functioning by strategising provisions to ensures equal participation opportunities byteachers, students and stakeholders.Faculties of institute attain numerous accomplishments. Mostfaculties have doctoral degrees, while two faculty members also have a post-doctoral degree. The institute encourages it's teachers to undertake research, academic and co-curricular activities.Faculties are given various benefits in the form of sabbatical leaves; study leaves and need based Child Care leaves.The students' council, sports and other committees extensively promote art, culture, research for individual as well as community development.Research atmosphere is instilled among the students by faculty members, who themselves are engaged in research, and the cluster research cells.NCC wingtrainingstudents to acuire ranks. Constructive Inputsby PTA and Alumniare incorporated.CSR fundsrecievedcompanies like Syngenta, SES-Vedanta, Goa Shipyard is utilisedto develop laboratories.Institute commitsto provide the staff and studentsmaximum opportunities to excel,help society & nation to grow.

File Description	Documents
Paste link for additional information	Nil
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 decentralised system headed by Principal, 3 Vice Principals (Administration, Academic and Post graduate Departments).

The institution functions in a decentralised manner by delegating powers to vice principals, HOD's and Chairpersons and members of committees for academic purposes. Head clerk and Accountantare delegated with the powers to manage smooth functioning of administration. Principal functions asHead of decentralised system.Director of Higher Education, Government

of Goa is a member of Internal Quality Assurance Celland monitors college activities from its office and through 3 Vice Principals.Principal delegatespowers to HOD's of all faculties to shoulder responsibilities of department whoconducts monthly meetingsto plan activities and redressgrievances if any.College constitutes various committessuch as student's council, NSS, NCC, Nature Club, Yoga Club, Innovation cell, Village adoption cell,Students Council, NCC, NSS, IIC, Sports Council have student representatives as members for performing different roles to conduct extracurricular activities,extension services for the community. Recommendations made by all stakeholders at various meetingsare incorporated in action plan ofCollege.College practices the principle of decentralisation and participative 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: The directorate of higher education appointed new faculty members and additional administrative staff. 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 college adopted the Outcome Based
Education framework for elauting the effectivenes of the
teaching-learning. The Coures outcomes, and programme outcomes
were streamlined and the attainmnet matrix was compiled.

Examination ans Evaluation: Continuous assessment was carried
out through ISA's in various forms written, oral, PPT, posters
etc. Semester end examinations were conducted in physical mode.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

f)Promotions: Timely promotions and career advancements are

granted to teaching and non-teaching by DHE.

g)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.

h)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	**Nil**
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.Children Education Allowance, Leave Travel Concession, and Medical Reimbursement

2.Childcare Leave (730 days), Study Leave / FIP leave (2

years), Sabbatical Leave (2 years) Earned Leave (8 days per year for teaching staff and 30 days per year for non-teaching staff), Half-Pay Leave (20 days per year, commutable to full-pay leave on medical grounds)

- Duty leave and reimburses registration fees for all kinds of FDP's
- Wi-Fi Campus/Free Internet Access.
- Separate seating arrangements in the Canteen.
- Advance salary whenever deemed necessary.
- Laptops/ Deskstop PC's with printers for departments to engage in day to day administrative activities.
- Upgraded work space/stations with private seating/storage/recharging points
- Leave Travel Concession facility as per the Government rules.
- Medical reimbursements as per Government rules
- Health Check-up Camps have been organized for the entire staff.
- Felicitation of faculty members who acquire the PhD degree, published papers, contribution to academic excellence is held on national days like Independence Day and Republic Day.
- College felicitates retiring employees on their last day at work with a formal farewell function and small token of appreciation.
- The Staff Welfare Cell celebrates organizes staff gatherings, picnics and field trips.

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

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

17

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)	View File

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

02

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

37

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	**No File Uploaded**
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

A) Teaching staff:

Performance Appraisal of teachers is carried as per statutory guidelines of Goa University.

A screening/selection committee is appointed as per statutory requirements to evaluate and verify the details provided by the staff as and when the staff is due for career advancement.

The Academic Performance Indicator (API) based self-appraisal form is used to capture information on multiple activities carried out by the staff; every staff member has to compile the format and submit the same at the end of every year with necessary documentary evidence.

Feedback from students is obtained, and accordingly, if there are adverse suggestions by students theteacher is informed.

B) Non-teaching staff:

Performance appraisal for non-teaching staff of the institution is done every year. Different formats as prescribed by the DHE are used for each staff member depending upon the designation.

The performance appraisal reports are made use of at the time when promotions are due or upgrade options are available. Efforts are made to improve the capabilities and performance of the non-teaching staff through periodic trainings and Staff Development Programmes.

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

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

Internal Audit:The Internal financial audit of college accounts is conductedby Directorate of Higher Education every year. All financial transactions related to FDP's workshop, seminar etc are conducted through office.Projected expenditure of all major departments is obtained,programme-wise budget is prepared and approved by College Committes or by department. A separate scheme-wise audit is conducted of the funds received from different funding agencies like RUSA, UGC, DST CSR etc. and utilization certificates are submitted from time to time as per the requirement of the funding agencies. 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. Income tax is deducted at source as per IT law. The College fee receipts are credited to the Government treasury.The College effectively mobilizes donations byPTA, Alumni Association.

External Audit: Indian Audit and Accounts Dept, (Seniour Audit officer, Accountant General) Audit Bhavan – Alto Porvorim during 2018-19 for the periob 1/2/2017 to 30/4/2018.

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

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)

15,86,218

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
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. 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**
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 Director of the IQAC cell works in close coordination with the head of the institution, teaching and the non-teaching staff to make sure the college maintains and improves it's quality. The students are at the heart of this process, and thus the IQAC director ensures that programs, workshops, lecture series are organised such that the students and the community at large gets benefitted. The teachers of various departments are required to formulate a permission letter if they choose to float any activity. Seeing the feasibility of this activity the IQAD director decides if the activity will add value to the student's progress. Accordingly, the activity is implemented, such that the holistic development of students becomes the end goal of the process. The director of the IQAD also makes sure that regular programs in the form of lectures etc. are organised for the teaching and non-teaching staff so that they stay updated to the ever changing demands of the environment. Faculty are encouraged to participate in Faculty Development Programs and the same are organised within the college, to ensure all round growth.

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

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

The institute ensures that the teaching learning process happens in an up to date fashion and the methodologies used are in sync with the current times. The institute also has a full fledged mentoring system where mentors are the teachers (regular and contract) who have been designated maximum 15 mentees(students) under them. the mentors meet the mentees on a regular basis and offer guidance and support when needed. The institute also has a strong remedial system, where tecahers from all departments take regular remedial sessions for the students who may be slow learners or have been absent due to sickeness. This helps such students catch up with missed

portion and achieve their potentials. The institute also has academic audits on a yearly basis, where experts in the filed act as auditors and go through departmental files to see if the departments are upto date in imparticng knowldge to the students, both experential and practical as well.

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

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)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
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

Our college enrolls a large number of women students and strives for their successful upliftment and empowerment. Through promotion of gender equity and condemnation of gender

discrimination, this institution ensures a safe, peaceful, prosperous and sustainable environment for all its employees and girl students.As a co-educational institution, the College upholds the value of gender equity.

Sr. No

Activity

Participants

Organized by

Action Plan

Tentative date

1.

Talk on "Gender Awareness and Sensitivity"

Faculty and Students

Department of Political Science

To sensitize on gender related issues

March 2023

1.

Talk on "Street Harassment: Gender Based Violence"

Faculty and Students

Department of Psychology

To highlight and discuss the issue of Street Harassment of Females

March 2023

1.

Talk on "DigitAll: Innovation and Technology for Gender Equality"

Faculty and Students

Gender Equity Cell

To promote the use of technology for gender equality

March 2023

1.

Elocution competition on the occasion of International Women's Day

Students

Department of Political Science

To sensitize students various on gender related issues

March 2023

1.

Poster competition on the occasion of International Women's Day

Students

Department of Political Science

Promoting creativity and learning

March 2023

1.

Talk on "Pori Jara Japun"

Faculty and Students

Department of Marathi

Highlighting women safety related matters

March 2023

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	**A. 4 or All 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

As an institution committed to environmental sustainability and cleanliness, the College adopts measures to ensure appropriate waste management and maintain quality standards in disposal and reuse.

1. **Solid waste management-The housekeeping supervisor ensures that the waste in each floor is collected at designated time interval of the waste generated by all sorts of routine activities that includes paper, plastics, glass, metals, foods, etc. Separate dustbins are provided in the campus for dry waste and wet waste segregation in every classroom, corridors, canteen and around the campus.The dry waste is collected by the panchayat once in 15 days. The degradable waste is used by the students for composting.**
2. **Liquid waste management -Chemical waste utilised for educational experimentation by the department of**

chemistry is neutralised and discharged in the drain.

3. **Hazardous chemicals and radioactive waste management -The college laboratories are well-designed with proper ventilations, exhaust fans and fume hoods. No radioactive substance is used in the laboratories.**

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	<u>View File</u>

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	**No File Uploaded**
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**

A. Any 4 or All 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 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	View File
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	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
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	[View File]

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).

.The College is dedicated towards nurturing students with good moral and social values aiming to make them responsible citizens of the country. The College also conducts various cultural activities that promote inclusivity and cultural harmony:

- **Hindi, Konkani and marathi departments conduct talks, quizzes, short story writing, essay writing and debate competitions to promote Indian languages.Celebration of Linguistic events like: Hindi saptah and Marathi Bhasha divas**
- **Webinar -cum- workshop "Writing about childhood" and webinar on Strategies to resolve communication barriers.**
- **Guest lectures on Bhartiya Sahitya.**
- **Conduction of Sanskrit Classes.**
- **Rangoli competition on the theme colors of life**
- **Traditional day celebration and Folk dance competition during "Jubilations" -college fun week.**
- **Ghumat Arti competition.**
- **Yoga sessions, rallies, workshops etc. on International Yoga Day.**
- **National days celebration- Republic day, Independence day, Gandhi Jayanti,World Environment Day celebration,World no tobacco day,International Women's Day Celebration,National Science Day,National Girl Child Day,Goa Liberation Day and Azadi Ka Amrit Mahotsav,World Poetry day.**
- **Our staff regularly help Election Commission of India and State Election Commission for conduct of public**

elections.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
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

The students and employees of the institute through various programs are sensitized to value the core principles of the Constitution of India.The College also conducts various cultural activities that promote inclusivity and cultural harmony:

- **National commemoration Days:Independence day, Goa Liberation day, Republic day, Teachers day, National voters day, National Deworming day, Human rights day, Constitution week, Kargil Diwas, Goa Revolution day, Rashtriya Ekta Diwas, Constitution day of India, National Wildlife Week, Flag day, Vigilance Awareness Week, National Unity day, Human Rights day, National Science day, National Mathematics day, Sadbhavana Diwas.**
- **International commemoration Days:International Youth day, International Yoga day, International biodiversity day, World Environment day, World day against child labor, World blood donor day, World population day, International Tigers day, World Nature conservation day, International day against Drug Abuse and illicit trafficking, International plastic free day, Worlds Aids day, World students day, World ozone day, World Poetry day, World no tobacco day.**
- **Birth/death anniversary of great personalities:Mahatma Gandhi, Lal Bahadur Shastri, Dr. S.R. Ranganathan, Shenoi Goembab, Sridhar Khanolkar, Premchand, Tulsidas, Dr. Bhimrao Ramji Ambedkar, Sardar Vallabhbhai Patel and Swami Vivekananda.**
- **The college NCC unit participates in March Pasts squad of Goa Battalion, Goa Liberation Day parade and Republic day parade at Campal Panaji, Goa.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
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	No File Uploaded
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 college has a rich tradition of celebrating national and international commemorative days, cultural and national festivals including the birth/death anniversary of great personalities. The staff and students of the college together unite together to celebrate these occasions by participating in flag-hoisting, various talks, competitions, cleanliness drives, street plays, rallies etc.

- **National commemoration Days:Independence day, Goa**

- Liberation day, Republic day, Teachers day, National voters day, National Deworming day, Human rights day, Constitution week, Kargil Diwas, Goa Revolution day, Rashtriya Ekta Diwas, Constitution day of India, National Wildlife Week, Flag day, Vigilance Awareness Week, National Unity day, Human Rights day, National Science day, National Mathematics day, Sadbhavana Diwas.
  - International commemoration Days:International Youth day, International Yoga day, International biodiversity day, World Environment day, World day against child labor, World blood donor day, World population day, International Tigers day, World Nature conservation day, International day against Drug Abuse and illicit trafficking, International plastic free day, Worlds Aids day, World students day, World ozone day, World Poetry day, World no tobacco day.
  - Birth/death anniversary of great personalities:Mahatma Gandhi, Premchand, Tulsidas, Dr. Bhimrao Ramji Ambedkar, Sardar Vallabhbhai Patel and Swami Vivekananda.

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	No File Uploaded
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 1- Promotion of Indian languages

Objective - To protect and promote Indian languages to develop aesthetic sensibilities in students towards our culture

Context - The institution has taken efforts to preserve and promote our Indian languages and culture in its various forms with new vigor. The Practice - In this initiative, Sanskrit department has started a certificate course with necessary permission by RSS, New Delhi. Konkani Department organises talks on various topics along with several certificate courses.

Marathi department organises Sane Guruji Kathamala on various topics for students. Department of Hindi celebrates Tulsi Jayanti, Premchand Jayanti and Hindi Saptah etc. Evidence of Success -Students of UG department of all languages have participated in different competitions and have won the prizes for our college.

Problems encountered- Limited financial resources pose challenge.

Best Practice 2- Resource Generation for Institute and Students Development through CSR funding

Objectives: To create a pool of resource generation for infrastructure, academic development and students' personality development.

The Context: Through this initiative, a strong linkage between Academia-Industry, non-government organisation, and philanthropies would be formed and strengthened.

The Practice- To reduce the burden on the government expenditure to some extent by obtaining funds for development/infrastructure projects from Industries, private parties and other organisations.

Evidence of Success- Organisations like Goa-Syngenta Bioscience Pvt. Ltd, Toshvin Analytical Pvt. Ltd.,Goa Shipyard Pvt. Ltd. etc have funded purchase of instruments & lab infrastraucture in cash /kind.

Problems Encountered -Teachers need to spend additional time than their working hours.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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 in its three decades of existence is positioned on the periphery of a small town and is endowed with natural beauty, serenity and tranquility catering to the needs of students from the nearby village. It has played a pivotal role in providing educational opportunities from undergraduate, post graduate and the doctoral studies in the surrounding rural areas.Our College offers Vocational education to equip students for industrial or commercial occupations which helps the students to learn the skills they need to enter the workforce and provide them with an opportunity to explore different careers.

One reason for the good academic performance of the students is the special interest taken care off, by the faculty members in mentoring them through remedial coaching.Apart from academic excellence, the college also pays sincere attention to the physical, moral and cultural development of students. Our college offers SBSI internship to our students to engage them in achieving the vision of a CLEAN, GREEN and HYGIENIC INDIA.The course aims to develop and enhance the leadership and management skills of the youth by empowering them for Waste Management, Sanitation and Hygiene.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- To promote knowledge dissemination through Indian/ regional languages such as Marathi, Konkani, translation and e-content creation for effective online teaching-learning.
- To encourage faculty members to network and seek collaboration with private industry and organisations to obtain CSR funding.
- To motivate and encourage newer faculty to pursue Ph.D programmes and persuade them to engage in multi-disciplinary project proposals through DST, DBT etc.
- To persuade faculties and students to write research papers in reputed journals of UGC CARE list and SCOPUS.
- To further implement the outcome based education for the newly implemented NEP based curriculum.
- To conduct various conferences, workshops, seminars, five

day faculty Development programmes and staff enrichment programmes etc focussing on areas such as Intellectual property rights, research methodology and cyber security, to benefit the staff and students.

- To motivate students to enrol for add-on courses and acquire additional job oriented skills.
- To encourage alumni for active participation to contribute towards academic and extra-curricular endeavours of the current learners.
- To promote students participation in academic, co-curricular and extracurricular activities to hone their soft skills for all round development of their personality.