

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

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

## Part – A

### I. Details of the Institution

1.1 Name of the Institution	VVM'S SHREE DAMODAR COLLEGE OF COMMERCE & ECONOMICS
1.2 Address Line 1	SHREE DAMODAR EDUCATIONAL CAMPUS, G. R. KARE ROAD
Address Line 2	TANSOR, COMBA
City/Town	MARGAO
State	GOA
Pin Code	403601
Institution e-mail address	principal.sdcc@vvm.edu.in
Contact Nos.	0832-2714224; 0832-2732084(Fax)
Name of the Head of the Institution:	Dr. Mrs. PRITA D. MALLYA
Tel. No. with STD Code:	(0832) 2701770
Mobile:	09822103611
Name of the IQAC Coordinator:	Ms. SHARMILA KUNDE
Mobile:	09850750939
IQAC e-mail address:	iqac.damodar@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879) GAC0GN10018

1.4 NAAC Executive Committee No. & Date: EC(SC)/06/RAR/146 dated 1-5-2015  
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address: www.damodarcollege.edu.in

Web-link of the AQAR: http://www.damodarcollege.edu.in/downloads/aqar/AQAR-16-17.pdf

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

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	***	-	1999	7 years
2	2 <sup>nd</sup> Cycle	B++	-	2006	5 years
3	3 <sup>rd</sup> Cycle	B	2.81	2015	5 years
4	4 <sup>th</sup> Cycle	-	-	-	-

1.7 Date of Establishment of IQAC : DD/MM/YYYY 19/03/2005

1.8 AQAR for the year (for example 2010-11) 2016-17

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

- i. AQAR 2014-15 20/07/2015 (DD/MM/YYYY)
- ii. AQAR 2015-16 10/03/2017 (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

### 1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  UGC No   
(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

### 1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (PhysEdu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (*Specify*)

UGC-COP Programmes

## 2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="09"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="NIL"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2.6 No. of any other stakeholder and community representatives	<input type="text"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="NIL"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="17"/>
2.10 No. of IQAC meetings held	<input type="text" value="11"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text"/> Faculty <input type="text" value="11"/>
	Non-Teaching Staff <input type="text" value="01"/> students <input type="text" value="01"/> Alumni <input type="text"/>
	Others
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="NIL"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text"/> International <input type="text"/> National <input type="text"/> State <input type="text"/> Institution Level <input type="text"/>
(ii) Themes	<input type="text"/>

## 2.14 Significant Activities and contributions made by IQAC

### **The IQAC's Activities and contribution for the staff and students during the year 2016-17**

All the activities listed below were undertaken based on the recommendations and suggestions made by the College IQAC at various meetings. Details of the initiatives are given under each criterion

1. The Dept. of Commerce of the College designed a **1-Year Post-Graduate Diploma in Finance and Taxation**; the Syllabus was framed by faculty members and sent to industry practitioners for their comments and suggestions. After incorporating the feedback received, the proposal was sent to Goa University for approval by the relevant Board of Studies and Academic Council.
2. Regular Workshops, Guest lectures for the staff and the students organised by all Departments
3. **Add-on Certificate courses** of 20-30 hours were organized for all Final Year students. Course completion certificates were issued only to those students who attended at least 80% of the sessions and answered the test at the end of the Course. Course completion are as below:
  - i. 123 students of TY B.Com and M.Com-II, with Accounting as their specialization completed a 30-Hour Certificate Course **Tally ERP 9**. The Tally Course was conducted by an Academy recognized by Tally and the Certificate was issued by Tally Academy, Bengaluru.
  - ii. 48 students of TY B.Com and M.Com-II with Business Management as their specialization completed a 20-Hour Certificate Course in **Leadership & Managerial Effectiveness**. All Resource Persons were external experts.
  - iii. 46 students of TY BBA(FS) and TY B.Com with Banking & Financial Services as their specialization completed a 20-Hour Certificate Course in **Personal Financial Planning**. All Resource Persons were external experts.
  - iv. The Dept. of Computer science organized the following Add-on/ Certificate courses for the students
    - a. 7-day **State-Level workshop** for TY BCA students in **Android Application Development**. The Workshop was conducted by Finland Labs on behalf of **IIT-Roorkee**.
    - b. 2-day **National Level Workshop on Website Designing Using WordPress and PHP** for TY BCA students in collaboration with **Innovation Cell of IIT-Mumbai & Robokart**
    - c. 29 BCA Students completed a 30-hour Add-on certificate course in **Digital Forensics**

4. 129 Final Year students who were registered with the Career & Placement Cell were offered a **3-Module 36 hour add-on Certificate course in Personality Enhancement**. The 3 modules were - Classroom to Corporate, Life Skills Training & Promote Professional Presence and Résumé writing. The Courses were conducted by Professional Image Consultants. 123 students completed the course.
5. MOOCs courses relevant to B.Com/BBA(FS) students were identified from UGC Swayam website. Students will be encouraged to take up these courses from the next academic year. The courses are Principles of Marketing Management, Marketing Management, Quantitative Finance and Introduction to Operations Research.
6. An Academic Audit(AA) was conducted for the B. Com programme for 2015-16. While the Audit is mandatory for the BCA & BBA(FS) programmes, the College voluntarily took up the AA of the B.Com programme. The AA Committee consisted of well-known and well-regarded retired teachers from other Colleges. The Committee perused the Course outlines, In-Semester Assessment assignments, question papers of the In & End-Semester Evaluation components, the student feedback of teachers and submitted a report.  
  
Teachers have initiated improvements in the teaching-learning-evaluation process based on the feedback from the Audit Committee. For e.g. in Mathematics & Statistics question papers, the teachers are now including questions related to business problems; teachers of Accountancy have started using MS Excel to teach problems in class
7. Use of ICT in teaching: LCD projectors & speakers have been mounted in all class rooms. Subject teachers have created Content in the form of PowerPoint presentations and videos for all subjects of all programmes and these have been uploaded on the Intranet server for student access.
8. The Department of Commerce organised a National Seminar on 24-25th February, 2017 on the theme “Emerging Perspectives in Trade, Business and Commerce”.
9. Panel Discussions were conducted on Demonetization and on the Union Budget 2017. The panellists were industrialists, entrepreneurs and professionals. Students and faculty members attended.
10. IIT Spoken Tutorial: All FY, SY and TY B.Com & BBA students – registered for Libre Office and BCA students were offered Blender. In all, 709 students registered and all have successfully completed the course.
11. A Bridge Course in Mathematics was conducted for FY B.Com students in June 2016 at the start of the academic year. Students who had not offered Maths at the Higher Secondary level benefited from the course
12. As part of the Library Week celebrations, an Article/ Book review competition was held for staff and students; 1 In-Semester Assessment component for M.Com students is compulsorily an article review.
13. Guest faculty were invited for all programmes, with preference given to alumni. These lectures are included in the planned course outline of teachers
14. Industry visits were conducted for students of the B.Com, BBA(FS) and M.Com Programmes.
15. TY B.Com and SY BBA(FS) students went on a study tour to Mumbai and visited BSE,

NSE, SEBI, RBI,CCIL and other financial institutions

16. Mentor-Parent meetings were conducted wherein the marks statements of the October examination were handed over to parents and parents were informed about their wards' attendance, behaviour, and performance. Parents were also informed that they could check their wards' attendance and marks on a regular basis
17. Organised Faculty Development Programmes through a practical workshop on "Using MS-Excel in Teaching Accounting and Finance" for teachers and an Industry interaction on the topic "Effect of demonetization- A Panel discussion."
18. Towards the end of the academic year, teachers collected documents, invoices, videos etc. pertaining to their subjects. These were then uploaded on the NAS server and a **Commerce Virtual Lab** has been created which can be used from 2017-18. The documents relate to banking, insurance, mutual funds, audit, company annual reports, etc. Teachers can access these documents and videos to supplement classroom teaching
19. The faculty members of the M.Com Dept. completed two short-term projects under the aegis of the Damodar College Centre for Research & Consultancy. The two projects are **Health Tourism in Goa** and **Solid Waste Management in Goa**.
20. The Damodar College Centre for Research & Consultancy conducted a talk on "**Scholarly communications**" by Dr.Tapaswi Murari for teachers and also conducted a workshop for TYBCom students on "**Research Methodology**".
21. Conducted Regular Extension Activities the details of which are given under the relevant criterion below.
22. The College signed MoUs with Entrepreneurship Cell of Indian Institute of Technology Mumbai and Indian Institute of Technology, Roorkee, S.P.Mandali's R A Podar College of Commerce & Economics, Mumbai and St. Aloysius Institute of Management & Information Technology, Mangalore for students and faculty exchange.
23. Five faculty members have published papers in International Journals and two faculty members have published in National Journals.
24. Annexe building has been completed & occupied.
25. The College now has a more spacious, well-ventilated Canteen with modern furniture.
26. The College Multi-Purpose Hall has been renovated and the wooden badminton court was re-laid, sponsored by leading businessman from Margao, who is an alumnus of the College.
27. An intranet server i.e NAS server has been set up to share digital content prepared by teachers and the same is accessible to students.
28. E-resources like EBSCO-Host, UGC's N-List and indiastat.com have been made accessible to readers.
29. The College sought financial assistance from charitable organizations to help pay part of the fees of BCA, MCOM & BBA students.
30. Documents commonly required by students and staff have been uploaded on the college website e.g. Exam form, Application for Transference certificate, Application for duplicate certificate, Casual leave form for staff members, Earned leave form for staff members, Exam remuneration form, Verification report, Advance for events/settlement of advance.

31. The monthly E-Newsletter is forwarded to all teachers and management members via e-mail.
32. Student Feedback is taken online at the end of each semester; the Principal discussed each teacher's feedback with them on a one-to-one basis and where relevant and possible, made suggestions for improvement of the teacher's performance in the teaching-learning-evaluation process.
33. A feedback form was designed for the Principal; this was first circulated among IQAC members for suggestions and subsequently among all teaching staff. The final form was then made available as a Google form and all teachers were requested to provide feedback honestly and fearlessly. The teachers were assured of anonymity and good feedback was received.
34. A draft Examination Manual was prepared for easy reference of all teaching staff.
35. Hygiene drive – In order to create awareness on Swachh Bharat initiative of the Government a poster competition on keeping the campus and surroundings clean and hygiene related issues was organised for students.

#### 2.15 Plan of Action by IQAC/Outcome

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

Goals	Status of Achievement
<p><b>1) Curriculum Design</b></p> <p>a) Designing a Post Graduate (PG) Diploma in Accountancy and Taxation</p> <p>b) Add-on certificate courses</p>	<ul style="list-style-type: none"> <li>• The Dept. of Commerce of the College designed a <b>1-Year Post-Graduate Diploma in Finance and Taxation</b>; the Syllabus was framed by faculty members and sent to industry practitioners for their comments and suggestions. After incorporating the feedback received, the proposal was sent to Goa University for approval by the relevant Board of Studies and Academic Council.</li> <li>• Various departments have designed Add-on Certificate courses in <b>Leadership &amp; Managerial Effectiveness</b>, Personal financial Planning, Digital Forensics to be offered to students</li> <li>• All the students of FY SY and TY B.Com have been registered for Certificate courses offered through Online Spoken Tutorials of IIT Mumbai and 19 BCA students have registered and completed Certificate course in Blender</li> </ul>
<p><b>2) Teaching Learning Evaluation</b></p> <p>a) Initiate Internships for B.Com students</p> <p>b) Setup a Commerce Lab</p> <p>c) ICT workshop for faculty</p> <p>d) Book review competitions</p>	<ul style="list-style-type: none"> <li>• B.Com Students have taken up Internships during vacations.</li> <li>• Financial documents, videos etc for Commerce Virtual Lab have been collected and stored on a server accessible on college intranet.</li> <li>• A workshop on use of Excel in Finance was conducted for teachers teaching Accountancy</li> </ul>



<p>e) Academic Audit for BCom f) Organise a National Seminar g) Introduce Peer learning</p>	<ul style="list-style-type: none"> <li>• Academic Audit conducted for BCom, BBA and BCA programmes</li> <li>• National Seminar on the theme ‘ Emerging Perspectives in Trade, Commerce &amp; Business’ was organised by the Dept. of Commerce</li> <li>• Classes have been conducted wherein good students have taught weak students in some subjects</li> </ul>
<p><b>3) Research, Consultancy &amp; Extension</b> a) MoUs with reputed institutions across the country. b) Compulsory Publications</p>	<ul style="list-style-type: none"> <li>• MoUs have been signed with St. Aloysius Institute of Management and Information Technology, Mangalore, S.P. Mandali’s R.A. Podar College of Commerce &amp; Economics, Mumbai and Entrepreneurship Cell of Indian Institute of Technology, Mumbai and Indian Institute of Technology, Roorkee.</li> <li>• Faculty members are regularly publishing research papers. As per suggestion from IQAC, list of journals recognised by UGC has been shared with all the teachers.</li> </ul>
<p><b>4)Infrastructure &amp; Learning Resources</b> a) Annexe building b) Canteen with modern furniture. c) Renovation of multi-purpose Hall. d) To provide a Network Attached Storage (NAS) server for sharing resources within the Campus e) It was suggested to add more E-resources to library, like databases, e-journals and e-books. f) To notify new arrivals on college website. g) To upload faculty publications on website.</p>	<ul style="list-style-type: none"> <li>• Annexe completed &amp; occupied</li> <li>• Canteen with modern furniture functional</li> <li>• Multi-Purpose Hall renovated, Wooden court re-laid</li> <li>• NAS server has been set up to share content</li> <li>• E-resources like EBSCO-Host, UGC's N-List and <a href="http://indiastat.com">indiastat.com</a> (database) made accessible to readers.</li> <li>• E-books, E-journals and scanned question papers made available to staff and students on the internal NAS server.</li> <li>• New arrivals notified on website.</li> <li>• Teachers’ publications (or links) uploaded in the institutional repository.</li> </ul>
<p><b>5)Student Support &amp; Progression</b> a) Career Guidance Manual to provide information about various career options b) At the beginning of the year, a detailed orientation program should be held for students to familiarize them with facilities, office procedures etc c) Creation of a matrix of functionalities – each job profile / role – what are the requirements. d) A talk on Nutrition could be conducted for teachers and students</p>	<ul style="list-style-type: none"> <li>• A web page called ‘Career Zone’ has been designed and uploaded on website.</li> <li>• Information regarding entrance tests like CAT, MAT, XAT, MCA, UPSC, CS., CA., NET, SLET, GRE, IELTS, NDA, SSC-CGL, RBI Officer, SBI-PO, BRPO, PG. Courses, TOEFL, GPSC, ICWA, CMA, Swayam, Eduvidya, IMA, IBPS, IGNOU is available on this page</li> <li>• Conducted orientation for students on Library facilities at the beginning of the academic year.</li> <li>• A Manual specifying job qualifications and requirements of each company which participated in campus placement was prepared and displayed on notice board before the placement fair</li> <li>• Talk on nutrition and diet was conducted for teachers and students by the Equal opportunity cell</li> </ul>

<p><b>6) Governance, Leadership &amp; Management</b></p> <p>a) A list of documents commonly required by students could be generated by the office and students could apply online so as to speed up the work</p> <p>b) Appointing of estate management committee for better management and maintenance of infrastructure</p>	<ul style="list-style-type: none"> <li>• A list of documents commonly required by staff such as Leave forms, TA/DA form, Advance and settlement formats for conducts of events are uploaded on the college website. For students, the documents uploaded are Personal verification form, Application forms for TC, duplicate certificate and repeat exam forms</li> <li>• 2 e-mail ids are created to register complaints related to general and IT infrastructure and the same is attended to by a committee appointed for the purpose</li> </ul>
<p><b>7) Innovations &amp; Best Practices</b></p> <p>a) Hygiene Awareness activity</p> <p>b) SOP for the entire examination process</p>	<ul style="list-style-type: none"> <li>• Hygiene Drive initiated by organising a poster competition on keeping the campus and surroundings clean and hygiene related issues was organised for students.</li> <li>• Exam manual specifying SOP for the entire examination process is prepared</li> </ul>

*\*Attach the Academic Calendar of the year as Annexure.-refer PART A Annexure (i)*

2.15 Whether the AQAR was placed in statutory body      Yes  No

Management       Syndicate       Any other body

Provide the details of the action taken

Suggestions of the members are incorporated.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	03			
PG	01		01	
UG	03		02	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	<b>07</b>		<b>03</b>	
Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	04
Trimester	NIL
Annual	NIL

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

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

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

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

- Teachers in Depts. of Commerce and Economics are involved in syllabus revision for B.Com under CBCS;
- BCA Coordinator and teachers are involved in programme structure and syllabus revision of BCA programme under CBCS;
- Dept. of Finance revised syllabus for BBA(FS) programme under CBCS
- The Dept. of Commerce has designed a 1-year PG Diploma programme in Finance & Taxation, which has been sent to Goa University for approval

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

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## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
23	8	15	---	

2.2 No. of permanent faculty with Ph.D.

9
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
15									

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest (industry)	Visiting LB	Temporary CB 41
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	19	23
Presented papers		2	7
Resource Persons			4

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

Role Plays, Case Studies, Quizzes, Study Tours, Industry visits, Entrepreneurial Skill Development Programmes, Group Discussions, Case Presentations, Regular Guest Lectures

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

180 (90/semester)

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

\*\*Refer Annexure (i)

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

02	-----	05
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2.10 Average percentage of attendance of students

78.74%

2.11 Course/Programme wise distribution of pass percentage (2016-17)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com	180	15%	47%	47%	21%	72%
BCA	32	05%	09%	10%	07%	97%
BBA(FS)	27	02%	14%	08%	----	89%
M.Com	37	----	10%	17%	08%	94.59%

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

Review of self appraisals submitted by teachers, review of student feedback, give suggestions and recommendations, monitor the conduct of Internal assessments

### 2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	----
UGC – Faculty Improvement Programme	02
HRD programmes	-----
Orientation programmes	01
Faculty exchange programme	-----
Staff training conducted by the university	-----
Staff training conducted by other institutions	----
Summer / Winter schools, Workshops, etc.	53
Others	

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	16	-----	-----	-----
Technical Staff	-----	-----		

## Criterion – III

### 3. Research, Consultancy and Extension

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

- IQAC of the college organises programmes for promoting research climate through the Faculty Development Cell and Research cell for staff and students. Some of the sessions conducted are
  - A 3 days workshop for MCOM part II students from 23<sup>rd</sup> to 25<sup>th</sup> August, 2016 on the theme **“Using SPSS in Research”** by resource person Mr. Vishal Chari
  - A one day workshop on **‘Introduction to Research Methodology using SPSS’** for M.Com Part I students on 06<sup>th</sup> September, 2016 by Mr. Vishal Chari.
  - A talk for teachers by Dr.Tapaswi Murari on Scholarly Communication on 03<sup>rd</sup> April, 2017.
  - Certificate course on Research Methodology offered to T.Y.BCom students.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01		
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	13	03	-----
Non-Peer Review Journals	-----	-----	-----
e-Journals	08	-----	-----
Conference proceedings	-----	-----	-----

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-----	01		----	
Sponsoring agencies	-----	College			

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

3.13 No. of collaborations

International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist	College

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



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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events: University level  State level   
National level  International level

3.22 No. of students participated in NCC events: University level  State level   
National level  International level

3.23 No. of Awards won in NSS: University level  State level   
National level  International level

3.24 No. of Awards won in NCC: University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

- Refer Annexure (ii)

## Criterion – IV

### 4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing 2015-16	Newly created 2016-17	Source of Fund	Total
Campus area	7457 sq.mts.		Govt. Grants/Mgmt.	7457 sq.mts.
Class rooms	23	-----	----	23
Laboratories	08	-----		08
Seminar Halls	01	-----		01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	704	105		809
Value of the equipment purchased during the year (Rs. in Lakhs)	142.36L	229.78L		372.14L
Others				

#### 4.2 Computerization of administration and library

<p>Administration</p> <ul style="list-style-type: none"> <li>• All Administrative staff use computers for their regular, daily work</li> <li>• All accounts are computerised</li> <li>• The office scans all documents and the same are digitised and indexed for ease of storage and retrieval.</li> <li>• Circulation of all letters/notices to staff is done by e-mail.</li> <li>• Staff members' leaves are managed through the Campus Management Software (CMS)</li> <li>• Class attendance is entered in the CMS on a daily basis, and students and their parents can access attendance records and results by logging into the CMS</li> <li>• Attendance defaulters and their parents are informed about the shortage of attendance via SMS, which is sent out through the CMS</li> </ul>
<p>Library</p> <ul style="list-style-type: none"> <li>• E-mail alerts of circulation transactions.</li> <li>• Additional 06 mini lap tabs added in the reading room.</li> <li>• Housekeeping activities of library namely Cataloguing, circulation, OPAC serial management are working smoothly in NewGenLib library management software.</li> <li>• Shifted over to paperless Library transactions(Check-in &amp; Check-out)</li> <li>• Completed Automation of Serial Management Module in NewGenLib Library Management Software.(Entire Journal collection bar-coded and entered in NGL Software of library)</li> <li>• Uploaded e-books and sample Question papers on NAS Server.</li> <li>• Added Career Zone tab on College Website-&gt;Library, which provides information on various competitive Exams and career options like MBA, C.A., UPSC, Teaching profession-NET, SET, Banking, IELTS, TOEFL, Online courses, etc.</li> <li>• Added Digital Library tab on College website-&gt;Library, which provides access to digital content like N-list, indiastat.com, National Digital Library, Shodh Ganga, PG Pathshala, Open access e-journals in Commerce, Management, Economics, online reference sources like Encyclopedia Britannica, Cambridge Dictionary, Scholarpedia, SOS Mathematics-an open access resource for Math review material from Algebra to Differential Equations, World bank and International Monetary Fund.</li> <li>• Updated Institutional Repository for Research Publications of faculty members.</li> <li>• Updated New Arrival of Books.</li> </ul>

#### 4.3 Library services

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	21935	56,96,883	404	1,97,487	22339	58,94,370
Reference Books	10232	11,31,166	5	4,095	10237	11,35,261
e-Books	-----	-----	-----	-----	-----	-----
Journals	58	1,65,610	-----	-----	58	1,65,610
e-Journals	1285	50,190	-----	-----	1285	50,190
Digital Database	1	94,382	-----	-----	1	94,382
CD & Video	24	23,936	-----	-----	24	23,936
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	154	104	10 Mbps Bandwidth			15	23	12
Added	33	27	Upgraded to 14 Mbps bandwidth					06
Total	187	131	14 Mbps Bandwidth			15	23	18

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

- Talk on “Hadoop –A Distributed Frame Work for Big Data”.
- State Level workshop on “Android Application Development”.
- Certificate course in Digital Forensics.
- Certificate course in Architectural Visualisation.
- Sessions on VISAKA - Digital Modes of Payment - Jan 2-4, 2017
- Sessions conducted on Installation and use of Sony Vegas Pro for movie editing, FL Studio production, Installation and Song mixing, Java programming using Code Blocks.
- Tech Trendz Club Events:
  - Logo and poster designing using Inkscape software.
  - Intra Departmental Gaming Challenge in Counterstrike.
  - E- Commerce Website Development – resource person Mr.Anurag Mishra from Robokart.com .

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	20.47 L
ii) Campus Infrastructure and facilities	16.50 L
iii) Equipments	5.10 L
iv) Others	8.50 L
<b>Total :</b>	<b>50.57 L</b>

## Criterion – V

### 5. Student Support and Progression

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

Details of services provided in handbook and website, Important messages sent through SMS to students and parents through the Campus Management Software, circulars sent to classrooms/displayed on notice board and TV and regular updates on College website

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

Maintain Office records such as transfer certificates, migration certificates, and number of students placed through campus placements

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

UG	PG	Ph. D.	Others
1036	79	9	

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

16

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

1

Men

Women

No	%
536	48.07

No	%
579	51.93

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
851	12	52	91	1	1007	922	13	73	104	3	1115

Demand ratio % 0.87:1

Dropout % 0.26

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

Coaching classes for MCA Entrance exams by BCA Faculty  
Coaching classes for competitive exams like NSE/BSE/IRDA Exam

No. of students beneficiaries

129

### 5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	04(IRDA)

### 5.6 Details of student counselling and career guidance

- Counsellor appointed by the college conducted general counselling sessions for the students of FYBCOM and SYBCOM and 13 students who approached the counsellor were personally counselled.
- Conducted a talk--What Next? – Career Opportunities by resource persons Mr. Ravi Kumar, Developer & research Engineer, Finland Labs, NSTP, IIT Roorkee, Uttarakhand, India and Advocate S. Rama Rao, Career Counsellor and Visiting Faculty, ICSI – Goa Chapter.
- Conducted a talk--What Next? – Career Opportunities by resource persons Mr. Ravi Kumar, Developer & research Engineer, Finland Labs, NSTP, IIT Roorkee, Uttarakhand, India and Advocate S. Rama Rao, Career Counsellor and Visiting Faculty, ICSI – Goa Chapter.
- Students participated at Goa Internship Fair 2016 on 12<sup>th</sup> August 2016 organized by Startup Goa & co-organized by Parvatibai Chowgule College of Arts & Science and GITIC at Chowgule College Campus.
- Conducted Soft Skills Certificate Modules:“Classroom to Corporate” – 08 Hours by Resource Person Ms. Nandini Kunde which was attended by 123 Students.
- Conducted sessions on “Life Skills” – 12 Hours by Resource Person: Mrs. Caroline Stewart Silva and it was attended by 80 Students.

No. of students benefitted

310

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
12	63	33	3

### 5.8 Details of gender sensitization programmes

- Conducted a talk on Stress Management on 28<sup>th</sup> Sept. 2016 by Resource Person - Mrs. Wilma D’Silva, registered Psychologist at Psychology Board – Australia and it was attended by 200 Students
- Conducted talk on Self Defense Demonstration Session on 27<sup>th</sup> Jan 2017 by Resource Person: Ms. Angela De Abreu Naik - 1<sup>st</sup> woman from India to be inducted into the Official Taekwondo Hall of Fame, 2015 which was attended by 150 Students.

## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	62	Directly credited to students bank account through ECS system.
Financial support from other sources	09	2,38,620
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil grievances

## Criterion – VI

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

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

VISION: The College sees itself as a torch-bearer imparting total quality education  
MISSION: The College stands committed to nurturing an environment for the holistic growth of our students and faculty, by imparting knowledge, values and skills, conducive to good citizenship

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

Accounting, Payroll, Fees management, Library management system, Campus Management Software (FEDENA) Implemented which covers students attendance recording and reporting, exam results, admission management, collaboration tools and employee leave records

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

##### 6.3.1 Curriculum Development

Staff as BOS members contribute to syllabus upgradation/curriculum development, teachers are encouraged to participate in syllabus revision workshops and contribute towards review and change of syllabus; Co-ordinators of BCA/BBA(FS) programmes contribute by attending regular meetings organised by BOS.

##### 6.3.2 Teaching and Learning

- Regular class activities such as Role plays, Case studies, Group Discussion, Quizzes, Case presentations, Production and sale of products twice a year within campus, Learning through management games are conducted
- Regular visiting faculty invited
- Add on skill based certificate courses offered and made compulsory for Final year students.
- Remedial Classes were conducted on a weekly basis to develop the basic concepts and skills in Mathematics, Statistics and Financial Accounting to benefit the students with poor academic performance. Peer learning in the above subjects was introduced
- Academic Audit conducted for B.Com, BCA, BBA(FS) Programme
- Parents are invited to campus during open house so that they can check their ward's performance, attendance, behaviour etc.

##### 6.3.3 Examination and Evaluation

Role plays, Oral quizzes, Case studies Assignments--Industry related , survey based Internal assessment schedule planned and displayed in advance to space out assignment submission dates; 2 different ISA modes implemented ; transparency in evaluation; BBA,BCA and MCOM use Learner Management System(MOODLE) to conduct one of the ISA's ,100% verification of answer books; timely display of results on the website.

#### 6.3.4 Research and Development

- Faculty development cell is appointed for organising regular in-house paper presentations, creating conducive environment to register for PhD program, motivation to apply for minor/major research projects, encourage faculty to attend and present papers at international/national conferences and, providing technology and training to take up research work
- Shree Damodar College Centre for Research & Consultancy is actively providing assistance to teachers pursuing their PhD
- Introduced Research Methodology add-on course for B.Com, M.Com students and as a regular course in BBA(FS)
- Regular sessions on using statistical research tools were organised for benefit of teachers and students of MCom Part I and II.

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

Refer Annexure (iii)

#### 6.3.6 Human Resource Management

Taking steps to monitor and improve students' discipline and behavior, monitoring and taking steps to improve class attendance, provide the students with personal counseling and guidance, organizing picnics, treks, organizing training programmes, planning the conduct of activities and programmes for students and staff

#### 6.3.7 Faculty and Staff recruitment

Recruitments are merit based, reservation quota followed for all reserved categories, converting a lecture basis post to contract basis by clubbing lectures from different self financing courses, paying higher remuneration than govt. stipulated salary for teachers who are in service for longer period, 3 years tenure contracts given to teachers who are in service for 5 years or more

#### 6.3.8 Industry Interaction / Collaboration

Industry visits, Field trips, Internships, Industry Trainings (Accounting, ERP, Finance, Banking), MOUs with industry

#### 6.3.9 Admission of Students

Admission process is monitored by admission committee, process is transparent and merit based for all programmes, counseling is done by the committee on right choice of subjects



6.4 Welfare schemes for

Teaching	Group insurance, employees credit society
Non teaching	Group insurance, employees credit society
Students	Fee waiver, payment of fees in installments, scholarships, blood donors directory, Students' co-op society

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done

Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University BCA & BBA(FS) mandatory audit; B.Com-Initiative of the College	Yes	
Administrative	No		Yes	Stock Verification Committee Budgeting and Financial audit

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

Semester system introduced for all courses by Goa University based on continuous evaluation. College follows the pattern prescribed by Goa University

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

Goa University encourages affiliated colleges to apply for autonomy

### 6.11 Activities and support from the Alumni Association

Alumni assist the college by offering Internships/ jobs, they are invited as visiting faculty and for guest lectures, endowment of prizes and scholarships, sponsorship of college events

### 6.12 Activities and support from the Parent – Teacher Association

A short orientation program was conducted for parents on use of Fedena software.i.e to check their ward's attendance and marks scored at ISA's.

Our senior faculty member Mrs. Lydia Menon oriented the parents on how to ensure students behaviour , appropriate dressing by students, how to manage stress and time and importance of nutritious & healthy diet.

### 6.13 Development Programmes for support staff

Regular training conducted in use of Campus Management Software and Accounting Software

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

Tree plantation drive, collection of Plastic and Tetra Packs, campus cleaning, talks on environment issues, Collection of E-waste.

## Criterion – VII

### 7. Innovations and Best Practices

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

- Online Feedback Introduced
- Examination Manual
- Creation of a matrix of functionalities to provide information to students during the placement fair
- A list of documents commonly required by students and staff uploaded on the website
- Hygiene Drive
- Language Lab
- E journals and E books uploaded on NAS server
- Peer Learning introduced in some classes
- Compulsory skill based Add on certificate courses
- Internships for BCOM students.

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

Refer Annexure ( iv)

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

Refer Annexure ( v)

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

7.4 Contribution to environmental awareness / protection

Tree plantation in campus , beach cleanliness drive, Collection of E-waste, Cleanliness drive in campus & surrounding areas, cleaning of nearby residential areas, Coastal cleanup drive and Nature walk around the campus for bird counting.

7.5 Whether environmental audit was conducted? Yes  No

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

Refer Annexure (vi)

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

Refer Annexure ( vii)

Name :Ms. Sharmila Kunde

Name:Dr. Prita D. Mallya

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

\*\*\*

## Annexure I

### Abbreviations:

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

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**PART A Annexure (i)**

**PROGRAMME FOR THE ACADEMIC YEAR 2016-17**



**GOA UNIVERSITY**  
 Taleigao Plateau, Goa 403 206.  
 (Established by State Legislature by Notification No. LD/10/7/84(D) of the year 1984)  
 Tel. : 0832-6519098/6519019 Fax : 091-0832-2451612/2451184/2452889 E-mail: registrar@unigoa.ac.in  
 Ref.No.: I/101/11-ACAD-I/2016/ 366/577  
 Date 22/03/2016

CIRCULAR

Principal of the concerned colleges is hereby informed that the Academic Terms (Calander) for the Academic year 2016-2017 for the following program shall be as follows

Sr.No	Program	FIRST SEMESTER/TERM			SECOND SEMESTER/TERM			VACATION/BREAK		
		Commencement	End	Commencement of Examination	Commencement	End	Commencement of Examination	Type of vacation	From	To
1	B.A/B.Sc/ B.Com/ B.S.W/ B.C.A BBA (FS)	15.6.2016	28.10.2016	15.10.2016	21.11.2016	3.5.2017	3.4.2017	Chaturthi	5.9.2016	10.9.2016
								Winter	29.10.2016	19.11.2016
								Christmas	24.12.2016	1.1.2017
								Summer	4.5.2017	14.6.2017
2	B.Sc. Home Science	13.6.2016	27.10.2016	10.10.2016 (1st periodic test)	21.11.2016	3.5.2017	1.3.2017 (2nd Periodic Test/ Preliminary Exam.) 10.4.2017 Final Exam. of FY/SV/TY B.Sc. (Home Science) Practical Exam. of FY/SY B.Sc. (Home Science) from 13.3.2017	Chaturthi	5.9.2016	10.9.2016
								Winter	28.10.2016	19.11.2016
								Christmas	24.12.2016	01.01.2017
								Summer	4.5.2017	12.6.2017

*Miss Puly*  
Copy to  
*Boady*

- To
1. Principi/Dean of the concerned college
  2. COE, Goa University
  3. Asst. Registrar (PG), Goa University
  4. P.S. to V.C.
  5. P.A. to Registrar

VVM'S  
 SHREE DAMODAR COLLEGE OF  
 COMMERCE & ECONOMICS  
 MARGAO-GOA  
 Inward No. 1221  
 Date 28/3/16  
 Sr No. 01

18.3.16  
 Prof. V.P. Kamat  
 Registrar

## PART B

### Annexure (i)

#### 2.8 Examination/ Evaluation Reforms initiated by the Institution

B.Com: Multiple choice questions, 100% re-verification of answer books, Rotation of papers for evaluation between teachers, Internal marks given to teachers for reference before semester end evaluation, Remedial classes for weaker students by students and teachers, Inviting parents to meet mentors to collect results of students with poor attendance and poor performance.

#### Academic Audit:

i) **B.Com:** An Academic Audit(AA) was conducted for the B. Com programme for 2015-16. While the Audit is mandatory for the BCA &BBA(FS) programmes, the College voluntarily took up the AA of the B.Com programme. The AA Committee consisted of well-known and well-regarded retired teachers from other Colleges. The Committee perused the Course outlines, In-Semester Assessment assignments, question papers of the In & End-Semester Evaluation components, the student feedback of teachers and submitted a report. The experts gave valuable suggestions for further improvement in each area.

ii) **BCA/BBA:** Academic Audit is annually conducted for the BCA and BBA programmes by University committees.

### Annexure (ii)

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

1. Students initiated an extension activity called 'Anukampa' in the month of October 2016 & March 2017, as a small act of kindness by feeding the poor twice a year.
2. Organised e-Madhyam: Access to Online Services on August 6, 2016 for the residents of Margao. Live demonstration of basic services viz. email, online payments of services, net-banking & online income tax return filing were demonstrated to the participants.
3. Organised e-Madhyam session at the NSS Camp at Gudi, Paroda on Nov 7, 2016 to provide awareness to the locals on online payments of utility bills & accessing governmental services.
4. Organised Financial Literacy Programme for Women Residents of Comba on 4<sup>th</sup> & 11<sup>th</sup> June 2016 by Mrs. Deepali Naik, Chief Officer Mormugao Municipal Council & Mrs. Jyoti Chede, Child Development Project Officer, Directorate of Women & Child Development.
5. Students volunteered at various branches of Central Bank of India across South Goa during demonetization, assisting customers in filling forms, deposit & withdrawal slips, etc.
6. At the request of Central Bank of India, students helped the bank in opening 1000 Savings bank accounts of employees in companies located in the Verna Industrial Estate.
7. YOUNG LEADERS - "*A step towards making a difference*" - An initiative taken to make students financially literate was organised for students in schools and higher secondary schools in 13 Govt. Schools.
8. NSS unit of Shree Damodar College of Commerce and Economics celebrated Vanmahotsav on 12<sup>th</sup> August 2016. Saplings were distributed to students to plant in their gardens.
9. NSS unit of Shree Damodar College of Commerce and Economics organized a blood Donation Camp on 16<sup>th</sup> August 2016. The camp was organized in association with Goa Medical College, Bambolim. Sixty five NSS volunteers donated blood during the camp.
10. 50 NSS volunteers attended National Voters Day was celebration on 25th January, 2017 at Ravindra Bhavan, Margao.
11. AIDS awareness Talk was organised along with the Red Ribbon Club on 27th January 2017 by Resource Person Ms. Kajal Kerkar, a social worker.

12. NSS Unit visited the Orphanage at Colva and handed over various goods collected for the purpose.
13. NSS unit of the college observed SwachhtaPakhwara from 25<sup>th</sup> – 29<sup>th</sup> August, 2016. They conducted a cleanliness drive in the college campus and neighbouring areas.
14. NSS unit of Shree Damodar College of Commerce and Economics organized a talk on Civic Awareness by Mr. Aroon Lobo on 3<sup>rd</sup> February 2017.
15. On 23<sup>rd</sup> Sept. 2016, an Inter- collegiate Poster making Competition was organized on the theme “Protecting Consumers in the 21st century”.
16. Guest lecture on Protecting Consumer Rights was conducted on 31<sup>st</sup> Jan. 2017. The topic was “Consumer Protection and Awareness” by Resource Person - Mr. Roland Martins, Coordinator, GOACAN, Margao Goa.
17. NCC Unit of the College took-up International Coastal cleanup drive. Fifty cadets took part in international coastal cleanup drive at Colva beach organised by Indian Maritime Foundation – Chennai.

### Annexure (iii)

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

1. The major library housekeeping activities namely Cataloguing, Circulation, Serial Management and OPAC have been computerised by using NewGenLib – Library Management Software.
2. Entire collection of library books, Journals, Magazines & Project Reports have been barcoded by using Bar-One Software.
3. Shifted over to paperless Library transactions w.e.f. 14.6.2016 ( Printed Library borrowers tickets were stopped)
4. Library book issue limit to students has been increased from 5 books to 10 books w.e.f. July 2016.
5. Book issue period per book has been increased from 7 days to 15 days w.e.f. July 2016.
6. Conducted a talk on Effective use of Ebscohost e-resources for faculty members.
7. Celebrated birth anniversary of Dr.S.R.Ranganathan( Father of Library Science) on August 12 ,2016.
8. Organized book exhibition on 6<sup>th</sup> September, 2016 on the theme: POSITIVE THINKING.
9. In order to give access to e-resources the library is equipped with 06 minilaptops with wi-fi connectivity.
10. E-resources like EBSCO-Host, UGC's N-List and [indiastat.com](http://indiastat.com) (database) made accessible to readers
11. E-books, E-journals and sample question papers are uploaded on the internal server to enable easy access.
12. Added Career Zone tab on College Website under Library section. This provides information on various competitive Exams and career options like CAT, MAT, XAT, MCA, UPSC, CS, CA., NET, SLET, GRE, IELTS, NDA, SSC-CGL, RBI Officer, SBI-PO, BRPO, PG Courses, TOEFL, GPSC, ICWA, CMA, Swayam, Eduvidya, IMA, IBPS, IGNOU.
13. Created Digital Library tab on College website under Library section, which provides access to digital content like N-list, [indiastat.com](http://indiastat.com), National Digital Library, Shodh Ganga, PG Pathshala, Open access e-journals in Commerce, Management, Economics, online reference sources like Encyclopedia Britannica, Cambridge Dictionary, Scholarpedia, SOS Mathematics-an open access resource for Math review material from Algebra to Differential Equations, World bank and International Monetary Fund.

14. New arrivals of books have been notified on website.
15. Teachers' publications (or links) have been uploaded in the Institutional Repository.
16. NAS server has been set up to share content.
17. Annexe building has been completed & occupied.
18. Canteen with modern furniture is functional.
19. Multi-Purpose Hall has been renovated with wooden court re-laid.

Annexure (iv)

7.2 Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year – Refer [Annual report 2016-17.pdf](#)

Annexure (v)

7.3 Two Best Practices of the institution – Refer [best practices 2016-17.pdf](#)

## 7.6 SWOT ANALYSIS

<b>STRENGTHS</b>	<b>WEAKNESSES</b>
<ol style="list-style-type: none"> <li>1. Good reputation</li> <li>2. Supportive / forward looking management</li> <li>3. Qualified, young, research-oriented teaching faculty</li> <li>4. Bright students with good communication skills</li> <li>5. Well placed alumni</li> <li>6. IGNOU Study centre in the college</li> <li>7. 3 functional research centres</li> <li>8. College centrally located, easy access</li> <li>9. Feeder institutions of same management</li> <li>10. Strong library</li> <li>11. Wi-Fi enabled campus</li> <li>12. Transparent Admission process</li> <li>13. Campus Placements</li> <li>14. Good administrative &amp; support staff</li> </ol>	<ol style="list-style-type: none"> <li>1. Infrastructure limitations resulting in shared campus, limited hours in the college, congested staff room and preparations for college autonomy; lack of sports facilities</li> <li>2. Many temporary/contract basis staff particularly in the self-financed programmes</li> <li>3. Complaints from employers that curriculum is not in tune with industry requirements</li> </ol>
<b>OPPORTUNITIES</b>	<b>THREATS/CHALLENGES</b>
<ol style="list-style-type: none"> <li>1. Well placed alumni can be tapped for industry placement</li> <li>2. Scope for Innovative programmes</li> <li>3. Autonomy</li> <li>4. Scope for research and consultancy</li> <li>5. Training for competitive examinations</li> <li>6. Community outreach / extension service through NSS/NCC</li> <li>7. Opportunities for live projects in collaboration with industry. Can be a centre for imparting courses for the entertainment, hospitality and tourism sectors</li> </ol>	<ol style="list-style-type: none"> <li>1. Strong competition from neighbouring colleges with better infrastructure</li> <li>2. Large number of professional colleges</li> <li>3. For any new programme, once aid is withdrawn, students/parents unwilling to pay higher fees</li> <li>5. For any successful programme that is introduced, tendency of other colleges to adopt the programme affects student strength</li> <li>6. GER already quite high; not much growth in number of potential entrants into higher education</li> </ol>



## **Annexure (vii)**

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

- a. To offer short term certificate courses to enhance students' knowledge in their subject area, improve employability and develop entrepreneurial skills for students of Second and Third year
- b. Design curriculum and offer 2 Post Graduate Diploma programmes
- c. To adopt the concept of e-learning
- d. To organize at least 2 Faculty Development Programmes
- e. To adopt non-conventional Pedagogical tools for teaching
- f. To use the Language lab regularly for enhancing students' communication & presentation skills
- g. To compulsorily involve guest faculty (preferably Alumni) for all programmes
- h. To take up short-term and long-term projects through tie-ups with Govt. departments, industry, etc.
- i. To invite renowned researchers and organize Lecture series by eminent persons
- j. To have at least 5 MoUs – with academic institutions and Industry within and/or outside Goa
- k. To conduct outreach programmes for residents of neighbouring wards
- l. To organize theme-based meaningful extension programmes every year
- m. To conduct Local career fair/ placement week
- n. To organize more Inter-college competitions/events in different areas